MANNERS, MORALS AND CHARACTERS

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1ST EDITION. APRIL, 1969 COPIES 1000
(YOUR MANNERS AND CHARACTER)

2ND EDITION. 1995 COPIES 1000
(MANNERS, MORALS AND CHARACTERS)

3RD EDITION. JULY-2000, COPIES 2000
(MANNERS, MORALS AND CHARACTERS)

PUBLISHER : NEZMAL HUSSEIN G. PATEL
P.O. BOX 33386, LUSAKA, ZAMBIA
CENTRAL AFRICA

PRINTERS : EASY OFFSET WORKS
"White House Basment", Sodagarwada Main Road,
SURAT - 395 003. (Gujarat) INDIA.
Phone - Fax : 0091 - 0261 - 422 517

PREFACE

O'LORD OFTHE LORDS, KEEP MEAWAY FROM VICES, BESTOW UPON WITH GOOD MANNERS AND CHARACTERS

Once again, I venture to place this little but valuable book before the readers, with a very pious intention, that it may be a guide to those who are not privileged to obtain the chance to form **GOOD MANNERS AND CHARACTERS.**

I am for one of a very firm opinion, that without sound characters, there cannot be good manners, so it is imperative to build up **CHARACTERS.**

Dear readers, it is not enough to read out only the following chapters, but to put into practice, indeed, practice makes a man perfect. Manners, morals and characters cannot be put on or affected, they must be well formed in inner dispositions.

The manners and etiquettes may differ from place to place, from country to country, from nation to nation, but here I have written down most conventioanl rules, behaviours and manners, which are common to all.

I have noticed, many people all over, those are failures, in various avenues of life, such as educational, social, cultural also in public and professional fields, just because of lacking sound characters and good manners.

The sound **CHARACTERS AND GOOD MANNERS** are like shining twin stars which can illuminate the destiny of one's life on the path of happiness, in all the avenues of life. and by the grace of Almighty God, shall pave the path on the pinnacle of peace, progress and prosperity, thus become an assets to one's own self, the family, the society, the community and the nation at large.

In revised second edition, many additions and some modifications are made, once again hope and pray, that it may give more enlightening.

I must acknowledge my deep gratitude to all those, who have taken very keen interest, to them all, I extend my very sincere thanks from the bottom of my heart.

In conclusion, I pray sincerely for all, in all humility to Almighty God, the all merciful, the all gracious, that He my guide me and the gentle readers to follow the path of virtues.

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MANNERS, MORALS

AND

CHARACTERS

BOOKS BY THE SAME AUTHOR

"YOUR MANNERS AND CHARACTER"
(PUBLISHED 1969)

"THE MARTYRDOM OF IMAM HUSEIN"
(PUBLISHED 1973)

"MANNERS, MORALS & CHARACTERS"
(PUBLISHED : July 2000- 3rd Edn.-2000 Copies)
1995 - 1000 Copies 2nd Edn.

HOME MANNERS

NO PARENTS HAVE GIVEN THEIR CHILDREN ANY BETTER GIFT THAN GOOD MANNERS.

YOUR MANNERS MUST BEGIN AT HOME, SO IT IS THE DUTY OF EVERONE THEREIN TO MAKE HOME TRULY SWEET.

- Obey your parents and love them, respect the elders, as they are the heads of family, follow their counsels in every good things and advices
- Be kind to your brothers and sisters and the rest of the persons there in, try utmost to be helpful when ever possible.
- Try to cultivate the habit and the desire to be useful and pleasing to all. This quality will help you a lot outside the homelife.
- When strangers come for a visit do not stare at them blankly, but welcome them with a smile and inform your parents.
- If someone comes at home, make him or her or them, feel comfortable, please do not make a show-off or neglect or pretend to be busy, please refrain from such unpleasant attitude, and it may carry very bad impressions on the minds of the visitors.
- If you have given any appointment make sure, you be in time to receive them.
- Do not peep through windows or through the key holes of the doors.
- Do not stand outside shuffling your feet or coughing to draw attention.
- Do not touch anything in he house of someone without permission.
- Do not talk loudly under any circumstances, also do not use any

abusive language.

- Always greet the person by name, whom you know.
- While in the room or house of someone do not peep into his private belongings or look about like a spy. Indeed this habit of looking is a very bad one.
- After entering someone's house give due respect to everyone there in.
- If you notice any unusual thing in someone's house or room do not comment about it, for this makes feel ashamed. Any comment of such nature would be as bad manner.
- Take your hat off, when entering someone's house.
- Never spit in the room or in the house or in the floor or on the wall.
- When you go out, inform your parents or family members, about your going out and where about, if at all, happen to be late, try to inform at home, if possible to do so.
- In order to avoid many unpleasant happenings, tell the truth, always be truthful at home, as well as outside home too.
- Be helpful to your parents in every resepct, also to every family member and to the relatives.
- Try to learn as much as possible, the etiquettes of your society, also the manners from the elders those who know better. Try to implement, as it will prove to be of great value in future.
- Every member of the family must try to keep home as clean as possible, no corner of the house must gather any dust.
- Every item must be placed at its right place. Even personal belonging too must be in orderly manner.

TABLE MANNERS

"GOOD MANNERS ARE MADE OF PETTY SACRIFICES"
EMERSONS

Your good manners must be kept up at the table, people will form impressions from your behaviours at the table.

Whatever food be on table, always appreciate, that the Almighty God, has given something to eat, and remember too, that millions of our fellow human-beings all over the globe sometimes lucky to get one meal a day and some millions are under the cruel grip of starvation. So it is our pious duty to be helpful to the poor and the needy, in what ever way one can, also pray to Almighty God for the betterments of all fellow human-beings, who are under privileged.

By all means, do not waste the food, always be helpful to the under privileged people.

1. Do wash your hand thoroughly.
2. Table cloth, serviettes, plates, spoons, glass tumblers, fork and knives must be clean.
3. Do not occupy the chair, unless you have been told to do so by your host.
4. Table talk must always be of a jovial nature.
5. Please do not fill the mouth and the plates, to its full capacity, always take the food in size, in order to avoid the wastage.
6. Do not talk with the mouthful of food and must not be hasty in eating.
7. Do not look engrossed, in the business of eating, of others.
8. Be neat, very neat in all your actions during meals.

9. No belching and sneezing should be done at the table, if need so arise, then cover up with your serviette.

10. Looking curiously at what and how others are eating must be avoided.

11. Do not blow on hot food or drink to cool it.

12. Your guest, whether rich or poor, must be entertained equally well, so that they feel at home, and see that they are truly honoured.

13. Do not cough or sneeze over the table.

14. Do not chew food noisily, always chew your food thoroughly, while chewing keep mouth closed.

15. What ever food you eat is less important than how you eat it, so do not be hasty.

16. If you are doubtful, as regards some point of table etiquette, while in a function or at banquet, watch how your betters behave and do likewise.

17. Any excess food left over, please try to dish out to the poor and the needy in the area of your staying or arrange so that the food can be taken.

18. After eating the meals, every human must appreciate ***Almighty God*** **(ALLAH)** that He has provided provision, indeed all are blessings from Almighty God **(ALLAH)**

There are millions upon millions of human beings who are not even having a little or simple dish of food to eat, please always remember the poor and the needy and try to be helpful in whatever way you can always remember that.

Service to **MANKIND** is SERVICE **TO GOD.**

GUEST MANNERS

- Who so ever shall resort colour and blood shall perish, though he may be a majestice Turk or a Blue Blooded Arab.

DR. ALAMA IQBAL

1. When you be a guest of someone try to learn from your host the followings, also try to understand the general habits of your host.

   (a) The time of his going, to work or business or office, and be adjustable yourself to it.

   (b) The time of returning home or for meals, so be sure you be in time.

   (c) The time of going to bed and the time of wake up in the morning, so be adjustable to the times.

   (d) Do inform your host about your program.

2. (a) How long you are staying, and the purpose of your trip.

   (b) When going out inform your host about your time of coming, be in time at meals hours. If happen to be late, try to inform at your earliest.

   (c) Under no circumstances one may prove to be a nuisance to the host.

3. Always be polite, cheerful and co-operative to the host members, while eating at table, if at all, your choice is not there, just do not show your disliking.

4. During your stay as a guest, your manners and morals and above all your characters, must be appreciated by the host and do not forget the hospitality extended during your stay, do return the same when your turn comes as host.

HOST MANNERS

A SIMLE

A SMILE COSTS NOTHING BUT GIVES MUCH IT ENRICHES THOSE WHO RECEIVE, WITHOUT MAKING POORER THOSE WHO GIVE.

- Be polite, friendly, helpful and extend hospitality, so that the guest feels at home.
- Do ask your guest about his requirements, such as food habits, sleeping hours, awaking hours, try utmost to provide
- If your guest seeks some sort of advices or help, if you possibly can do,

  Try to extend assistance, discharge your duty honestly.
- If you invite guests for meals or at functions, make sure, they be given equal treatments, it so happen sometimes that only the rich ones or persons of dignity may be given **VIP** treatments, while the poor ones are neglected. As host it is your humble duty to treat all equally.
- As host you must extend your hospitality, with manners, morals and characters towards the guests.

TELEPHONE MANNERS

GOOD MANNERSAND CHARACTERARETHE SOURCE OF ALL VIRTUES.

If you telephone someone, please do the following :-

- Firstly confirm the number you asked for, secondly give proper salutation, Thirdly call the person with his or her name.
- Talk on telephone should be precise, to the point, with due politencess, tone must be low, in order not to become nuisance.
- If by mistake, ring comes, just do not say bluntly, NO, try to be helpful.
- If telephone call comes, and it happens to be that one is busy, just do not say "DON'TYOU KNOW AM BUSY" or "CAN NOT TALK NOW"__but say with kind words, "please ring latter on" or "shall ring you back". Sorry for inconvenience caused.
- Do not play any mischief on telephones, generally the children do so, if some thing happens like this, it is the duty of every elderly person in the family to stop such misbehaviour.
- Sometimes the "callers" have to depend on "manual exchange", in such cases both sides must be very polite, the "operator" should try to satisfy the "callers" with prompt attention, and the "callers" too must not use unpleasant words.
- When the foreigners who visit our country, as tourist and go back with good memories of our manners not only telephone manners, but in various avenues of our manners, it is very positive, that they will tell or talk about us, and no doubt, these good manners, and politeness shall be the credibility of the nation.

- Please under no circumstances, one should be under the influence of liquor while on duty. (if possible try to give it up.) Respect the service, dischargement of services should be considered as holy, be friendly, be polite, with dignity and honesty. Respect the superiors and the subordinates.

- Please be honest in all the dealings, when you telephone country calls or international calls, both sides "the callers" and "the telephone exchange" on the other hand must not arrange any dubious dealings under the board, by reducing, the time of the calls or actual amount of the calls.

STREET MANNERS

TRUE MODESTY IS THE SOURCE OF ALL VIRTUES.

- The rules of the traffic must be observed and obeyed strictly.
- Do not saunter along lazily, gazing this way and that way.
- Do not walk hastily, old persons especially, should not do so.
- Do walk always on pavements, or foot-paths, just do not step into the road, without looking first the traffic.
- Do not cross the road until it is clear, crossing should be as quickly as possible but just do not run.
- Do not, please, wander or play on the road, it may cause some serious consequences.
- Do not cross the road at intersections or junctions, without looking out vehicles turning at corners from behind.
- Do use pedestrian crossings or foot-bridges, cross only when the view on both ways is clear.
- Do not cross the road just as when the traffic is about to move.
- Do not jostle, make way for others, also do not eat while walking.

Do not, please, drive the vehicle while under the influence of liquor, this is very much against your own interest as well as of the others. (Try to give up the habit)

- Do not block the traffic, while cycling give way to the motorist, courtesy cost nothing, but avoids a lot of troble,
- Do not go scaring everybody by your speed, while driving be modest in speed, way of seating, and hasty in changing the lanes, should be avoided.

- While walking, if you pass by a person of dignity whom you know, salute him.
- When walking with a person of some importance, place him in the middle, and you be on his left.
- If you pass by your friends, or relatives or neighbours, whom you recognize to be such, greet them.
- If you are in a small group, place the honoured person somewhere in the middle.
- Sometimes it is better to avoid shaking hands and other signs of affection in the street.
- Do not, please shout your greetings right across the road, or as soon as you have caught the sight of your object far away. Salutation is made only when you are near to each other.
- If both your hands are occupied in holding somethings, please, just only nod your head.
- If you pass by a group of persons of whom you know only one, you salute a person, and the group should acknowledge the salute.
- While walking in the street, your way of walking and of dressing should not be too peculiar, otherwise you may be the laughing stock of the public.
- Do not, please, spit through the window of your car, while driving.
- While walking do not stare at any persone or persons, particularly women.
- While walking do not put your hand over a friend's shoulder.
- Please, do not laugh at deformed or invalid persons.
- Do not drag your feet along on the ground.
- When standing, please, keep erect, do not lean against wall, or door-

post or electric pole, really it is a sign of laziness.

- Do not throw papers or other rubbish such as vegetable and fruit skins, especially banana skin is very dangerous, sometimes, people do slip on such skins, causing grave injury.
- Please try your utmost to keep the street in which you live, as clean as possible, by keeping individual street clean, means the whole town or city shall be clean and neat.

COMMENTS AND SUGGESTIONS

In most countries of the world, today and especially in the third world countries due to the "population explosion," there are millions and millions of people, in order to get their livelihood, they became **STREET VENDORS** in the towns and in the cites, as there are less opportunity for their livelihood in the rural areas. So influx of population comes into urban areas, even here too less opportunity of employments, so they go into small scale street vending, most hygiene whereby the personal and common hygiene standards are dropping down drastically, causing, sometimes untold misery.

There are certain, civic and social duties, of the governements and of the municipal authorities which to be discharged. Such as Mass Communal Markets to be erected at certain areas of the towns and the cities, even at village level small market places may be provided, all market places must be with basic facilities, and should be on rental basis.

The Street vendors cannot be stopped selling commodities overnight, unless above facilities are provided, also they must be given lessons or to be taught, as regards basic education in hygiene, the business ethic, and civic duties, such courses may be arranged by municipal authorities or councils or corporations such programs may bring some tangible results.

SCHOOL AND COLLEGE MANNERS

"SUCCESS COVERS A MULTITUDE OF BLUNDERS"

G.B. SHAW

- All the rules and regulation of school, college and hostel must be obeyed very exactly.
- Please, do respect your teachers, professors, and hostel authorities, try to learn every good thing from them all.
- Do get a good name by carrying out all the manners with modesty, very faithfully, good name is much more precious than gold.
- Do not run about and never be noisy in your school, college or hostel corridors.
- Do not spoil the furnitures and the walls and other belongings. Try to keep them in good order, as your would do in your home.
- Do not, please, throw waste papers on floor or jerk ink all over the desk and the floor.
- Do not talk during class hours. If at all some necessity arises to speak, do so in a whisper. Keep silence when you are expected to do so.
- Do listen to your lessons or lectures most attentively, read not any notes or books.
- When the bell for class rings, assemble in the classroom and wait for teacher to come in. As soon as the teacher comes in, stand up respectfully till he (or she) takes seat or says **"SIT DOWN PLEASE"**
- If you happen to be late, do not go strainght to your seat, nor stand awkwardly at the door, but walk respectfully up to the teacher and say in low tone or low voice with good morning or good day, address in proper form then explain your going late in polite form.
- When the class is over, stand up and wait in silence, until the teacher or professor walks out of class.
- Please try to be helpful to everyone as far as you can, especially the poor, the weak, and the dejected.
- Do talk always with everyone in quiet tone of voice.

- Do not get yourself trapped by anyone into any wrong words, deeds, or action.
- Just do not stare at visitors when they happen to be at your class-room or at college or at hostel premises, especially the ladies.
- Do not risk your reputation, everyone should be cautious to earn and keep a good name, especially the girls should be very careful.
- Let the expressions "THANK YOU", "PLEASE", "SORRY", "EXCUSE ME", be everyday on your lips, when you recieve anything from someone or when you ask for a favour or if you have done any harm to someone.
- Please remember that as students, your entire responsibility is to mould the way of LIFE, simple in living, high in thoughts, good manners, in all walks of life, and to try utmost to form a very good character, as soon after the completion of degree or diploma courses, you may be in search of employment or start your own practice or business, so in every avenue of life, you got to have all the above qualifications, in order to become successful.
- I for one, of the very firm opinion, that the students should try to become a good social worker, must not participate in politics, but should try to understand the affairs of the country and of the world at large., also the problems around you always be logical and be with reasons, must avoid all the mob mentality.
- Please remember, that you are the future pillars of your family, society, district and country, all shall depend largely upon you, so every student shuld try utmost to elevate the reputation of the family, the society, the district and the country.
- All students must follow the code of conduct and must obey the teacher's instructions.

N.B. : The teaching profession is the noble of the noblest, as teachers and as professors, they are the moulders of the nations of the world, their teachings, their behaviours, their manners and the characters, shall no doubt cast the shadows over the young and tender minds. They should be impartial with all the students, having no prejudice towards any caste, creed, colour or religion.

PLAYTIME MANNERS

"VIOLENCE CAN BE MEASURED BUT NON-VIOLENCE CANNOT"

GANDHIJI

DO NOT LOOK FOR FAULTS IN OTHERS, BE FAIR IN EVERY DEALING, BE A SPORTMAN, DO NOT GO IN FOR TOO MUCH OF COMPETITION AS IT AROUSES ENVY AND KILLS THE INNER LOVE OF HEART.

- It is good to learn how to play all the indoor and outdoor games, which keep physically and mentally fit.
- Whatever game you play, try to learn the principles and obey the rules and the regulations laid down by the authority.
- Do not be proud over your victory, if you are defeated congratulate your opponent.
- If you win the game, make it easy for your opponent to bear the defeat.
- Please do avoid always the cheating, the quarrelling, the abusive words, be tolerant and be sportsman like.
- Always be ready to apologise for your errors.
- If at all you be the cause of your partner loosing the game, just say "am sorry partner".
- Always obey your captain and also the referee's or the umpire's decision must be accepted immediately.
- If you happen to be a captain or a referee or an umpire, always be fair in discharging your noble duty, there must not and should not be any feeling of partiality to any player or a team.

- Do not laugh boisterously and never lose your temper.
- Do not be hasty in your play and do not be proud too of your play.
- It is not decent to throw arms around others on the ground even at elsewhere.
- Those spectators who are under the influence of liquor must keep away from sporting tournaments, if at all they come then they must refrain from shoutings and uttering abusive language calling the people, the players and the team with very bad names. In many cases it leads to fighting.

COMMENTS

In many countries of the world today, stadiums become the battle fields, spectators hurl bottles onto the playing ground and hit the rival team or players or captian or goalkeeper, and oftern fans shout **racial abuse** at players.

Soccer violence is very common in some countries, it flares away in the stadiums, sometimes in the town centre, shopping areas, bus rank, railway station, when the rival fans meet. What a pity ? Is it the meaning of sports ? Surely such behaviours are to be rejected outright, in the opinion of the people who believe in the system of manners, morals and characters, such things look like childish. In some countries violence breaks up and bring untold miseries. Really it is a bolt over the culture and civilization.

LETTER-WRITING MANNERS

BE NOT SIMPLY GOOD, BE GOOD FOR SOMETHING.

Letter Writing is an art, people will judge your manners and characters from your conversation, from your dressing, from your eating, but still much more can be judged from the manner of your LETTER-WRITING.

1. The beginning of the letters and also the ending of the letters, on business, to superiors, to subordintes, to friends, to relatives and to parents must be written according to the accepted principles of LETTER WRITING.
2. Always be clean, correct, clear and clever in your language and writing.
3. Your business letters must be written clearly and in simple language. The words **"PLEASE" "KINDLY", "OBLIGE"** Use freely at it's proper places.
4. Your personal matters must not be introduced in business letters.
5. Your letters to parents, relatives, and friends must be full of charm and simplicity, as far as possible, must be written with your own hand-writings.
6. If you receive a letter, if it needs urgent reply, please do so by all means immediately.
7. It is, indeed, very bad manners to make your correspondent wait for or feel anxious about your reply. Be prompt in giving reply.
8. Try to use decent paper and envelope as far as possible, according to the accepted etiquette.
9. If apologies or condolences or congratulations are to be sent, do so promptly, in a respectful manner.
10. In intimate correspondence to parents, relatives and friends always write in such a manner that you will not feel ashamed, if the contents of your letter have to be made public.

MANNERS WITH SUPERIORS

SIN HAS MANY TOOLS, BUT A LIE IS A HANDLE WHICH FITS THEM ALL.

O.V. HOLMES.

1. When you come before any superior of yours, greet him, and remain standing, unless he invites to sit. When invited, do not say 'No' or say, am unworthy to sit, just take the seat offered and say simply **"THANKS"**.

2. When you meet persons in authority salute them with proper form of address.

3. Please do not adopt an air of familiarity with those who are elderly person or your superiors.

4. Always be in time of appointments when you promised someone, keep the promise at any cost.

5. If you are refused something by the authority, do not argue the point, rather say, sorry for the trouble and then rather retire from the place.

6. When you finish the interview with a superior, leave the place immediately with due respect.

7. Be regular on your table works, or on other duties, discharge your duties with utmost care and to the entire satisfaction of the managements.

8. Please remember always, that there is no need to appease your superiors, your honesty, hardwork and sincerity of works, will prove your ability and that will be your superiority.

9. Do not discuss personal matters until and unless you are asked by the person in authority.

10. While walking with persons in authority, keep a respectable distance. (But do not be too much under inferiority of complex)

11. Please do not try to bribe your superior authority for promotion.

12. Do not say to the person or persons in authority, "**Hellow**" or "**How do you do**".

13. Please do not flatter your superiors, do not be obsequious.

14. If a person or persons from high authority come to the office or department, for an inspection, due form of respect must be given.

MANNERS WITH SUBORDINATES

O'GOD THE ALMIGHTY, KEEP ME AWAY FROM VICES, ALSO FROM INABILITY AND LAZINESS

SELF

1. Always be kind to your subordinates and obedient to your superiors, also mutual understanding must prevail.

2. Do not talk or act in an angry mood, politeness must be implemented.

3. Always keep harmony and honesty in every dealings, you never know many things may be learnt from them.

4. Do consult your subordinates in certain affairs, which may be useful.

5. If any mistake or error is made by a person or persons, point this out in a quiet and polite way, please, do not raise voice. Try to teach the sense of responsibility.

6. Always pay the wages or salaries when they fall due. Be kind and sympathetic with the problems of your subordinates.

7. Please do not, show pomp, pride, riches or superiority, such things create very bad impressions over the minds of all around you.

8. Do appreciate the good deeds, the good behaviour, and the good manners of the person or persons.

N.B. : By all means there must be harmony, love, reason, logic and respect, in every walk of life, the result will be understanding, efficiency, sincerity and obedience.

MANNERS FOR MOTORISTS

PREVENTIONS AND PRECAUTIONS ARE MORE PREFERRED THAN REPENTANCE

1. Please always do respect the laws and bye-laws of traffic, also the rules and regulations of motoring.
2. Do not, please, drive a vehicle under any circumstances, while under the influence of liquor, or in bad mood or in anger or sleepy or having some hot arguments or while raining torrentially.
3. Always give way to Ambulances, Fire Brigades, police cars when their sirens are sounding.
4. When some persons of dignity travelling in a car and if you happen to be in the front, just as a matter of respect, do give way to pass, if possible. It is a sign of respect, will cost nothing.
5. As a sign of respect and a good manner, if a **FUNERAL PROCESSION** is passing by, do stop the car well inside of a road, till **FUNERAL PROCESSION** passes.
6. Please do keep the vehicle in good and sound conditions, attention must be given to the lights, brakes, hooter, tyres, wipers, indicators, Number plates, water in radiator, brake fluid, distilled water in battery, oil in engine, so check up your vehicle in the morning before driving, also keep mirrors, windscreens, and windows clean and clear.
7. Before moving vehicle look round, use mirrors, give signal, while reversing do not rely on rear morrors or side view mirror, never reverse into a main road, if you cannot see clearly or, please ask someone to guide while reversing.
8. Always try to carry in the car the following, in order to avoid the

inconveniences :-

(a) Spare tyre, one extra tube and fanbelt as well.

(b) Wheel spanner, spanner set, pump, tyre lever, wheel jack, insulation tape, first aid kit and torch.

(c) Always carry, warning signs, red reflecting triangle, if possible, even one gallon of drinking water, if on a long journey, keep some food-stuff as well.

9. Your speed must be very very reasonable, always be attentive while driving, risk must be avoided, while overtaking.

10. When overtaking cyclists, do not drive too close, leave reasonable room for wobbling.

11. While driving on rural roads watch very carefully the pedestrians as well as animals, especially at night the driving must be very, slow careful and attentive.

12. Please do take extra care, as sometimes vehicle or vehicles parked right on the road, having no parking lights, no red reflectors or red reflective triangles, even cyclists having no red reflector on the mud guard. So please take extra care. **YOUR CAREFULNESS MAY PAY WELL IN A LONG RUN.**

13. 13 Please do not park the vehicle at the places below :-

(a) At junctions

(b) At corner or bend road

(c) At bus stop

(d) On pedestrian crossing

(e) On pavement or footpath

(f) On bridge or tunnel

(g) Outside private entrances

(h) Outside school or college entrances

(i) Outside hospitals, Fire Brigades, Post Office and other public building entrances.

(j) Also at, any road repairing works, no parking places, no stopping places.

Under any circumstances, park your vehicle at a safe place, for your safety as well as for the safety of others, so as to avoid many unpleasant happenings.

14. Please do stop, or slow down your vehicle at railways level crossings, just make sure before passing any such crossings.

15. Do not allow children to play in the streets or running across without due care of the road traffic.

16. If children are with you in a car or vehicle, keep them under good control, do not, please, allow them to put hands, arms, or head out of the windows.

17. If children use the cycles make sure that they are in good conditions, must be of a suitable size, as in order to control properly.

18. Please, do remember that the childrens safety is the sole responsibility of the parents, so its is bounden duty to teach them, the rules of traffic, as well as all the manners and good behaviours.

MANNERS IN GENERAL

"WHAT I GET I DO NOT SEEK WHAT I SEEK I GET NOT"

TAGORE.

1. You should not try to appear richer than you really are.
2. One must be simple in dress, in talk as well as in behaviours.
3. Please do not make yourself cheap by being the buffoon of the company.
4. Please do not associate with persons of bad habits and of low characters, but if at all, you meet such persons, just do not hate, be with you principles and manners.
5. Do not foster any discrete friendship.
6. Do not ask any personal questions, such as **"what is your earning"**, "What salary you get", "what property you have", and many more which are of personal nature.
7. Do not be pretentious in your behaviour, no pomp in dressing, accent or gait.
8. Always be a **MASTER OFYOURSELF** and do not become a slave of anybody, in doing good things keep true liberty of spirit.
9. Please do not try to look like on a higher social standard than you really are, do not be a showy person, be modest and simple in all your dealings.
10. If you are on a higher or dignified position, firstly, do not be proud of it, secondly, do not be rude or arrogant or corrupted person and lastly do not be ashamed in an introducing or inviting your poor relatives or friends at home.
11. Do not recall the bad habits of the deceased person or persons but recall only the good qualities.
12. By finding absurd manners in others, try to aviod the same in your

own.

13. Try to watch those people who are considered well mannered and behave likewise.

14. Always be kind and obliging to others. It is but natural, others will be kind and obliging.

15. Do not presume, that your own etiquettes are the best of all, try to learn from others, which may be good and try to implement.

16. It is very offensive like, if you whisper into the ear of one person, when there are many together, who look at you, sometimes it may be possible one carry suspicion, and harm the relationship.

17. Please remember, while attending marriage or wedding functions, public meetings, of at places or worship, or at funderal, be dressed according to the accepted etiquettes of the society.

18. If promised anything to someone, be sure your are going to fulfil, please, do not make rash or foolish promises.

19. The borrowed articles, should be returned promptly and in good condition with the words of thanks.

20. Anyone offers a cigarette of coffee or tea or cool drinks, if you do not need, just say politely **"NO THANKS"** OR **"IT DOES ME NO GOOD"**, but please, do not **NOD** the head.

21. Do not read anybody's letters or correspondence, when happen to get a chance.

22. When travelling in **RURAL AREAS** or in **FOREIGN LAND,** be careful how you dress, do not become the laughing stock of the people there in.

23. Please do not join a **mob** in doing anything absurd or evil, so having **MOB MENTALITY** must be avoided

24. Please always remember that there are, good and bad people, in every society, community and nation, in this world of ours, face all

with good manners, and polite approach, by doing so, still one is over rude or arrogant, than stop talking, do not give chance for the bad words.

25. If you behave in most advanced manners with everyone alike, does not mean, you are weak or to be weak or cowardly person.

26. Please do not laugh or joke at other people's ways of life, customs and etiquettes, also of thier religious belieifs and practices.

27. Do not forget the obligations done by someone, keep in one of the corners of your heart.

28. If anyone ask for advice or opinion, if you know the matter better, please guide or direct him in an honest way, do not misguide the person, just to see his bad.

29. If you have done some good to others by way of obligations, please do not remind them or **BOAST** about it. I

30. If someone advise for your benefit and something turns bad, then just do not blame him, consider it is a bad luck or it was destined.

31. If you recommend a person excessively means you lose your own dignity.

32. Please do not take bribery, also avoid to bribe anybody.

33. If you have firearms, keep them under lock or at a very safe place, do not display openly, to avoid unpleasantness.

34. If you are employed in public or private enterprises or in Government Services, and you are provided with motor car or other conveyances, please remember that you have been trusted. with, so utilize, but when only on duty and look after the same, as if it is your own property.

35. If someone gets his or her post through your Post Office Box try to hand over as quickly as possible, or by error someone's letter or telegram come try to locate the person's and handover at earliest. It is a courtesy.

(A) PUBLIC MEETINGS

FREINDSARETHE FLOWERS INTHE GARDEN OF LIFE

IF YOU ATTEND THE MEETING OF THE LEARNED SPEAKERS WITHOUT PEN AND PAPER IS LIKE GOING TO A GRINDING MILL WITHOUT WHEAT.

1. Please do not delay the speakers. Come before the meeting starts.
2. As well as the speakers must be within the time at the place of the meeting, must not delay.
3. The language of the speakers must be simple, straight forward, with natural utterances and without slightest show-off.
4. The speaker must not be too slow, or too fast in delivering speech, as well must not speak too loud or too low, must be according to the size of the hall or room.
5. It is mannerless to walk out of a meeting hall, while speaker is delivering his address, if need arise at all, leave the seat in most polite manner.
6. Please do not interrupt the speaker while addressing the audience.
7. When giving applause, it should be in clapping hands a little, not like the musical concert.
8. Always address the questions to the chairman of the meeting.
9. Please do not ask any unnecessary questions, which are not concerned to the meeting or to the speaker.
10. When you feel controversy in the speech, ask the questions in a most refine and polite manners, but at the time of questionary, Do not ask personal questions.
11. It is the pious duty of all the speakers, to whom questions are asked

or directed, to satisfy the questioners, with detials in most polite and democratic way.

12. After the meetings, stand by and make room for the important person or persons to go out first. It is a sort of respect.

FEW HINTS FOR THE SPEAKERS

- Every speech has a **HEAD, MIDDLE AND A TAIL,** so always start with the proper beginning and ending.
- One must conquer nervousness and put forward the thoughts in most logical and honest way.
- One must have confidence in self, never allow the hands and body to shiver about nervously and airmlessly, proper breathing is the fundamental requisite, for effective use of the voice, the shoulders must be kept back, stand upright with chest expanded normally.
- Always be brief and to the point, clearness of utterance, before addressing on platform, most important thing, on what points and subjects one intends to speak. The speaker must outline in his mind or take a piece of paper, put down the Central idea and facts relevant to the subject.
- Do not use any abusive words or charge a person of his personal character, by which one may be subject to the legal action, and also lower the reputation of the speaker.
- Also please note items number 2,3 and 4 in "public meetings".

(B) HOSPITAL

PREVENTION IS BETTER THAN CURE.

1. By all means, please obey the regulations laid down by the authority.
2. When visiting sick persons in hospital, attend in visiting hours, do not disturb the sick person and others after hours.
3. Please do not visit the sick person or perons in a big group.
4. When visiting sick person in bed at home or hospital, do not speak too much or too loudly or serious affairs, which may affect the sick person mentally.
5. What ever the instructions or advices given by doctors and nurses, must be obeyed by the patients.
6. If you go as a patient give the simple statement of the facts to the doctor, do not hide the facts.
7. If a person's sickness is serious, do not say him, "IT IS SERIOUS", or "TOO BAD TO RECOVER", but try to encourage by saying "YOU LOOK BETTER NOW" OR "YOU WILL BE SOON BETTER."
8. If you take some gifts for the patients, do so by consulting doctors or nurses, as in some cases, it may not do any good to them.
9. Please avoid hootering of a vehicle in hospitals premises. Your walking and talking must be very polite.
10. The indoor patients also the outdoor patients as well as the general public visiting hospitals, please note, that everything at hospital is for the good use for the people, please do not misuse anything.

FEW VIEW POINTS

P.S. : The "SOCIAL WEFARE COMMITTEE" may be formed of every community in event of any patient or patients who died at hospital, having no kiths and kins (or relatives) or those who are poor, cannot afford the funeral expense in such cases, the SOCIAL WELFARE COMMITTEE may extend the monetary or material help to the needy, without any obligation. The physical, the postal address also telephone numbers of such "SOCIAL WELFARE COMMITTEES", may be given to the hospital authority or if possible, the name of such committees may be placed on the NOTICE BOARDS, so that in cases of emergency, it may be traced easily.

Those who are physically sound and fit, may even donate the BLOOD to the "BLOOD BANK" at certain intervals, No doubt it is the most noble self sacrifice. One must visit, once a weak, or fortnightly the hospitals, and to meet the sick persons also handicapped as well as mentally retarded persons, than and than one shall realise, "WHAT HEALTH IS". Try to appreciate always the Almighty God, who has bestowed with great many bounties.

Now turning to the doctors and nurses, one must be frank in giving due respects to them all, as they are really rendering most noble services to the sick and needy people, no doubt, at times, they may be thinking that their jobs too much boring, but it is no doubt htat these professions are the most noble of the noblest, if they dicharge their duties with transparent honesty, in every avenue of thier endeavour.

(C) LIBRARY

"A LIBRARY IS THOUGHT IN COLD STORAGE"

VISCOUNT SAMUEL

1. The rules and regulations of the library must be obeyed and served.
2. Do not, please, read loudly, as to become a nuisance to others.
3. Do not misuse books, newspapers, and periodicals, as well as other belongings.
4. Do not wide open the books and turn the sideway.
5. Do not misplace the books which are placed in numerical method.
6. Do not snatch any papers, books or periodicals while someone is reading.
7. Do not mark over the books with INK or PENCIL, keep it clean and neat.
8. Do not forget to return the book or books in time, which you have taken from a person or from library.
9. Always read good books, as far as possible, try to implement all good readings into practice.

FEW VIEW POINTS

The Librarian or the person or persons in charge or the authority who controls the library, may stocksuch rich literatures, that it may be the most valuable treasures for it's users.

The readers may avoid any kind of low standard of literatures, by reading such literatures, there shall be bad effects on the minds, more especially the yound minds.

One must acquire knowledge, as it enables the possessor to distinguish right from wrong, it is and ornament which none can steal, it is a companion and guide in solitude, so one must try to take full advantage of the library.

(D) PUBLIC GARDEN

DISCIPLINE IS A HARD THING TO TEACH AND EVEN HARDER TO LEARN

1. It is the beauty of town and also the recreation sport for the public, especially the poor people and the wayfarers are taking the best advantage of such gardens, it is no doubt the nature's show ground, which refresh tired energy of the minds.
2. Please do not spoil this beauty spot by throwing waste papers, fruit skins etc., also please do not pick up flowers, ferns or plants nor spoil the fences.
3. Also be careful, that the children must behave orderly while playing, must not spoil any thing, which are placed for them to paly such as benches, swings, rocking boats, slides etc., etc.

N.B. : The parents must teach the children how to behave at such places, the minds of children are so active that all, outside home, behaviours they will pick up very quickly.

(E) CINEMA

WORLD DEPENDS ON CO-OPERATION NOT ON CONFLICTS

1. Do not go with children of very small age.
2. Do not leave alone at home, the children, if do so, put them with some trusted persons.
3. Do not, please, allow the teenagers to attend certain pictures, which may be harmful in their own interest.
4. Do not shout or whistle, when you see somthing of the choice or just making a fun, in order to disrupt the others.
5. Do not, please, stare at people, especially the ladies, it is a bad habit.
6. Do not be nuisance to your neighbours, by widening arms on both sides of the seat and also resting the legs on the front seat.
7. Do not, also disturb the neighbors, by specking loudly. If necessity arise speak in a very low tone.

(F) TRAINS AND BUSES

THE ONLY MAN WHO NEVER MAKES A MISTAKE IS A MAN WHO NEVER DOES ANYTHING.

1. Do the reservation before hand, if it is a distant journey, to avoid disappointments, in obtaining seat or ticket.
2. Please do not travel without ticket, it is very much dishonesty.
3. Do not put the companions in the compartment, in any inconveniences, be friendly and polite with everyone therein.
4. While passing through the corridor of the compartments, do not peep, also do not run and do not be a nuisance to others.
5. Please do not disturb you neighbours, in the next compartments, by talking loudly or by singing or running about in the corridor.
6. Always use lavatory and toileting in the way you want to have them clean, do not misuse any of the railways belongings. (Even any public properties in that matter, also at home.)
7. Do not loiter in the compartments or at stations and stare at the public.
8. Be friendly and be polite with the passengers with whom you are travelling, sometimes people gather more knowledge in travelling and more experience as well.
9. While travelling keep the belongings at a safe place, look after them, particularly money purse, and railways ticket, also other valuable dicuments, do not be the victim of pick-pocketers.
10. If you travel in a bus or train and a lady is standing by without a room to sit, if possible, please do offer your seat, it is a sign of respect and indeed a good manner.

11. Be in the que at Bus or Tram stands, do not just push in extend the respect toward the women folk.

12. Do not get on or off the train, bus or tram, while it is moving, as well as avoid step out suddenly, look carefully on both directions.

13. While in the dinning car of a train, do apply the manners, which are at **CHAPTER 2.**

14. Before you disembark the Train or Bus check up all your luggage, many a time people do forget and suffer lots of inconveniences.

(G) PERSONAL HYGIENE

GOD IS PURE AND LOVES PURITY AND CLEANLIESS.

1. First thing in the morning is to brush the teeth, and it should be methodical, even before going to bed, do brush.
2. Always take a bath in the morning, use soap with face towel, rub over the body thoroughly, in order to remove the deposits of sticky dirts over the body.
3. Do not pass urine in the bath tub, use toilet, and coming from there, hands must be washed.
4. Please always keep clean, the ears, the teeth, the nails, the hair and the nose, all such personal cleanliness must be done in privacy.
5. Do not bring mouth very close to the one you are speaking to.
6. Alwyas use hand-kerchief or paper tissue, when need arise (do not use shirtsleeves or pillars or wall for handkerchief.)
7. Do not yawn loudly or wide before others.
8. Do not crack finger joints, coughing loudly, belching, sniffing, chewing noisily, while in the company, if sudden necessity arises, please leave the place for few minutes, or say excuse me.

HUMBLE ADVICES TO PARENTS

NO PARENTS HAVE GIVEN THEIR CHILDREN ANY BETTER GIFT THAN MANNERS AND CHARACTERS, SHOULD BEGIN FROM THE LAP OF MOTHER

1. The parents and the elders at home, must extend love towrds their children. If they do wrong try to correct them, repeat the corrections till they behave nicely.

2. If the children form a habit of stealing, from outside or even from home, if it comes to the notice of parents or guardians, the children must be asked, if the item or items found on them, the punishment must be given promptly, and along with the children should return the said stolen item or items to the owner, so in future, they may not repeat.

3. I consider, it is the bounden duty of every **MOTHER** to train the children, she must not hide the children's vices at home, it is the **MOTHER** who can exert many good examples over these growing young minds.

4. The following few most common to be taught :-

   (a) They (children) must be taught from childhood to speak the **TRUTH,** ask them to behave respectfully with everyone at home as well as outside.

   (b) They must not use abusive language, both at home and outside.

   (c) They must be taught, all the "**MANNERS**" at home, from childhood, as well as, respect all the elderly persons, irrespective of any caste, colour, tribe or religion.

   (d) They must be taught not to spend money wastefully, even to teach them, how the earnings are being made, teach them even

to keep household accounts.

(e) They must be given always the guidelines about the personal hygiene, nutrition food and general cleanliness at home.

(f) Please do not allow them to read cheap kind of literatures, listening rabbish immoral songs, viewing dirty films at cinema or on T.V. by all means teach them politely to refrain from such activities.

5. The parents and the elders are duty bound, that they should extend love towards the children, try utmost to teach, how to lead noble and respectable life, to achieve these___firstly, one must form **VIRTUOUS DEEDS** and secondly one must form **GOOD MANNERS AND CHARACTERS.**

6. The parents and the elders must respect the children too, as they are the part and parcel of the family and the society, they must develop the sense of responsibility, not to impose rigid rules, which may obstruct mental development.

7. The parents must form such a pious and pleasant life that it will reflect or cast it's shadow over the young minds, so first and foremost, lead life of model, particularly, the mothers, who can mould the young minds so well and sound, from the childhood, so that the children become most valuable treasures of the family in particular and of the society in general.

8. Someone has given a good guidelines over the children, which is good for all parents to remember.

   1. If a child lives with CRITICISM,
      He learns to CONDEMN.

   2. If a child lives with HOSTILITY,
      He learns to FIGHT.

3. If a child lives with RIDICULE,
He learns to be SHY.
4. If a child lives with SHAME,
He learns to feel GUILTY.
5. If a child lives with TOLERANCE,
He learns to be PATIENT.
6. If a child lives with ENCOURAGEMENT,
He learns CONFIDENCE.
7. If a child lives with PRAISE,
He learns to APPRECIATE.
8. If a child lives with SECURITY,
He learns to have FAITH.
9. If a child lives with APPROVAL,
He learns to like HIMSELF.
10. If a child lives with ACCEPTANCE AND FRIENDSHIP,
He learns to find LOVE IN THE WORLD.

BUSINESS ETHICS

"He who accumulates stocks of food-stuff during shortages, with a view to profiteering later is a great SINNER"

PROPHET OF ISLAM
(P.B.U.H.)

- Business ethics means in very broad interpretation, it enhances individual dealings, or collective dealings through co-operative unions, in agricultural products, in commercial enterprises, in industrial products or in every avenue of human dealings, all such transactions must be and should be based on the foundation of "**TRUST**", and the dischargement of this "**TRUST**", is the most valuable item, over which the whole edifice of human society depends, So please be honest in every dealing, be brave by doing or implementing so. All the dealings are based either through barter or in cash or in kind or by cheque or by promissory note or by letter of credit. In modern times mostly through banking system, hereto, please display the transparent honesty in dealings.

  Here below few hints in brief :

1. Please do respect every person or customer, whether rich or poor, male or female, young or old.
2. Every item must be priced with a reasonable percentage.
3. The scales, be it manual or mechanical must be correct, **FREE** from any deliberate mischief.
4. Every cash sale or invoice should be checked. There must not be any error in extensions or in totalling intentionally.
5. While weighing, please be honest, not even a gram should be less.
6. While measuring, again please be honest, not even a millimeter less, must be given.

7. If by absent mindedness or by over looking, some wrongs have been done, please do correct the wrongs, by paying back or by sending the credit note.

8. Please do not do the hoarding of the commodities, in order to get high prices, during shortage, especially the food-stuffs, it is not only anti business ethics, but a grave **SIN**, even from the religious point of view as well.

9. Please do refrain from buying any **BACKDOOR GOODS**, the sellers, and the buyers, are equally guilty, in the eyes of law, do keep away from this worst vice.

10. Please do fulfil the obligations by supplying goods or consignments according to the samples or patterns shown, as well as the sizes, the qualities and the quantities, as per specifications given. Even your verbal agreements or conversations must be honoured.

11. There is a saying that "**Customer is always right**", but as a customer, please do not take an undue advantage of this old saying.

12. Please do not take your complaint based on falsehood, even if you find any excess of goods or undercharges on cash sales or invoices, please, do draw the attention of the supplier.

PROFESSIONAL ETHICS

"FREEDOM OF THOUGHT FOR THEM IS RUINOUS, WHO DO NOT POSSESS A DICIPLINED MIND, IF MIND IS IMMATURE, FREEDOM OF THOUGHT IS THE WAY TO MAKE A MAN A BEAST"

BY SIR ALAMA IQBAL

The person who prosecutes any thing professionally is called professional, in this category main professionals are mentioned, and they are :

LAWYERS, DOCTORS, ENGINEERS, ACCOUNTANTS, TEACHERS AND MANY MORE, SUCH AS WRITERS, JOURNALISTS, LEADERS, PRIESTS AND CIVIL SERVANTS.

All these professionals have their own ethics, but if it may be attached with sound manners, morals and characters, which may enshrine their professional personality much higher. In these professions they will have to maintain very impartial attitudes towards various types of clients and to maintain their secrecy of business. In every profession, or even in every dealing in life, one must extend tolerance, reason and understanding and above all **NO PREJUDICE** towards any colour, caste, creed or clan. Also like wise the clients on the other hand, have to display their transparent honesty at every level of dealing and extend due respect with **MANNERS AND MORALS.**

LAWYERS

No doubt this is a noble profession, as they hold the banner of **JUSTICE,** the lawyers can object and fight against INJUSTICE, thus they serve mankind in free society and dischrge their professional duty to maintain human-rights, rule of law, and uphold and protect democracy.

The relationship between the lawyers and the clients must be and should

be very cordial, as both sides have to trust each other and must not extend pomp, prideness and dishonesty towards each other. The lawyers are the custodian of the valuable documents, and in some cases manage real estates and also maintain clients suspended accounts, all these require proper records and documentations and must be with utmost transparency, also the cases and its files must be in full confidentiality.

The lawyers should be :

1. Intelligent and skilled and of personal integrity to stand against the rude and uncultured persons and against unworthy arguments.
2. Fully trained in the affairs of prosecuting and defending legal rights of persons and parties concerned at tiral courts and on appeals.
3. In the third world countries (and in the communist dominated countries) lawyers were subjected to various type of restrictions thus, **HUMAN RIGHTS LAWS** were violated.
4. Lawyers are not oftem too free to represent certian victims effectively, in such atmosphere to dischrge all legal functions, they must be bold enough to fight against **INJUSTICE** with COURAGE, COMMAND over language and laws and COURTESY toward all, to persuade the forces of falsehood.

THE MAGISTRATES AND THE JUDGES, are too, directly linked with **LAWS,** they have ethics and code of conduct, the dischargement of JUSTICE must not be delayed, they are the fountain of **JUSTICE,** and therefore should not be the victims of criticism, corruption and partiality, that they must see that justice is not only done but seen to be done. Indeed they are independent, so none should interfere.

DOCTORS

This profession too, is noble in every respect, and deserves to be appreciated, there is no doubt that tney handle the healths of the people and

the variety of people visit them as patients, the poor, the rich, the handicapped, the mentally weak of various caste, creed, colour or clan and have to handle all clients with joy and equality.

The professional medical ethics are based entirely on **SERVICE TO MANKIND,** is **SERVICE TO GOD.** If learned doctors may think and act in the name of **GOD** the **ALMIGHTY,** that all sickness and all illness come from Him, let us pray sincerely that may **GOD THE ALMIGHTY RELIEVE AND HEAL,** the sufferings of the patients and then check and examine. I for one of the humble opinion that there will be two fold cure.

DOCTOR'S ETHICS

1. To treat every patient with utmost care.
2. To receive and examine the patients in friendly and in jovial mood so that one third of their troubles may be over psychologically.
3. To listen carefully to the patient's narrative of events and to record, so that every patient's history may be kept for future references, as regards treatment done.
4. If diagnose is done, then appropriate medical treatment must be started.
5. If the case is of serious nature than not to brief the client but to inform his\her next of kin and kith.
6. If female patients to be examined, bothe sides must behave with full modesty and pious intentions.
7. If the clients do need the services after business or office hours, in some serious cases only, whereby this noble profession may extend the visits or call of the clients, if it may not be of any inconvenience.
8. If the medicines or injections are of expiry dates, than not to be dispensed, such items are to be removed from the stock, checking

may be done often.

PHARMACISTS

The Pharmacist at Pharmacy Shops or at Chemist Shops should be very particular in dispensing medicines and injections so that the items of expiry dates may not be sold to customers or to the doctors.

Thoroughly, checking must be done when supplies are given of the medicines and of the injections, which are according to the doctor's prescriptions.

The prices over every food-stuff must be and should be very reasonable, so as over all medicines too. It is very humble appeal in the name of Almighty God (ALLAH THE MIGHTY THE MERCIFUL) and in the name of humanity that all prices may be marked with reasonable profits. MAY ALMMIGHTY ALLAH SHOWERS HIS LASTING BLESSINGS UPON THOSE WHO FOLLOW THE SHOWN PATHS AND REWARD THEM IN MANY FOLDS. AMEEN.

ENGINEERS

- There are various fields of engineering, such as Civil Engineering, Mechanical Engineering, Electrical Engineering, Architect quantity Surveyor, and so forth, in all these professions, there must be the transparent honesty and dischargement of trust to its highest level, such as:

1. The plans must be drawn according to the instructions given, but as professionals, one must give guidelines where ever there are mistakes in planning.
2. All charges must be made according to the merits of an individual case or plan, with all reasonableness.
3. All materials, must be used according to the specifications and, to

be checked.

4. All checking of the workforce, craftmanship, of the time of the materials must be done with all transparency.

5. All parties must reduce in writing, all "MEMORANDUM OF UNDERSTANDING" with two Witnesses and Parties must honour.

On various occasions, in certian projects, it so happens that after completing half or two third of the project done than the trouble or quarrel starts, such as sudden stoppage of works, non-payment of wages, workforce problems, disagreement over craftsmanship, inferior materials being used, misunderstanding in plans. or of the time limits, all these problems can be solved by going through the "MEMORANDUM OF UNDERSTANDING", if any of such things are not appearing, then the parties concerned must meet and duscuss in most friendly way with broad outlook, and consider each others view points and position, and find the solutions, impose not one sided argument, always take and give or give and take policy, be reasonable and adjustable, when ever and where ever such discrepancy arise.

If no solutions found, then appoint an independent arbitrators. with two Wittnesses on the ***MEMORANDUM OF UNDERSTANDING,*** should also be included, and their decisions shall be binding on all parties, rather than take up the matters to the court of law, which is always costly, lengthy, process, and do not pay at all to all parties, ALL SUCH SETTLEMENTS MUST BE ***MADE AT HOME, THROUGH THE ARBITRATORS, IT PAYS IN A LONG RUN.***

ACCOUNTANT

- This profession requires utmost accuracy as always handling money and figures everyday which makes them very particular in all transactions in money matters.
- The Accountants must remember that they are the trusted persons

of any private or public organisations, they must discharge the duties with transparent honesty.

1. When trusted to write the set of books must do so with honesty and finish at the promised time.
2. When transactions are done, first write in books the amount and after counting give the amount, the receiver of the cash first count and then enter in the books at the same time.
3. As private and public accountants, they know the secrecy of every set of books of the companies and of the organisations, their financial backgrounds, transactions of shares, properties, bonds, overseas transactions, so on and so forth, in event of discontinue the services or hand over back the set of books, or in the event of differences of opinion, both sides must maintain good relationships, not to expose each other's weak points or try to victimise.
4. As in the event of clients, changing the accountant, one must not feel annoyed but with understandings, both sides must depart.
5. Before you start writing the set of books, charges may be fixed, if not precise, at least in general term, than no bad feelings may prevail, when charges are forwarded or raised.
6. When charges are agreed upon, then after without delay, the clients must pay promptly.
7. All charges of writing the set of books or other professional fees, may be charged in accordance with the prevailing systems and conditions, as regards how many hours of works involved or how big the transactions are, or size of the business, consider all merits.

- The relationship between the accountants and the clients must be very friendly and conrdial, with reasons and understandings, the professional and the mature accountants sometimes become very good advisers to various business enterprises, industrial complex and big scale farming undertakings, thus their guidelines and directions, create more and more jobs, and bring happiness to the parties

concerned, again this becomes assets of the communities and the countries.

TEACHERS

IGNORANCE IS DEATH, KNOWLEDGE IS LIFE.

- The teaching profession, it may be at primary school level or secondary school level or as lecturer or professor at colleges, in short, the persons who teach, no doubt they are the moulders of young minds, from childhood to manhood, really is the noble of the noblest profession.
- The manners, morals and characters of the teachers, even religious teachers as well, should be and must be of very high standard so that it reflects and play upon the minds of the younger generations and form very high standard of manners and characters, and thus become the builders or architect of the future generations, if this foundation is strong enough then the society, communities and nation building shall be strong and shall be unshakeable.

1. The teachers must be impartial in dealing with student's progress and with Parents, Teachers Associations, and to guide on the path of unity, love, logic and understanding.
2. The teachers must be out of prejudice towards students and parents, rich and poor students must be treated equally.
3. The teachers must not extend favouritism to certian studnets, sometimes due to material gain, riches of their parents, or some material gain, or some positions or at the time of examination some favour may be granted, all such things are considered to be unethical and immoral.
4. The teachers are called the second parents of the students, they must teach at every level the manners, morals, and characters buildings in life, this profession can play very important role in moulding the destiny of many many millions of students and thus they become

good citizens, and become true assets of the community, country or to the nation at large.

VARIOUS PROFESSIONALS

The other professionals too, such as WRITERS, JOURNALISTS, LEADERS, PRIESTS, POLICE FORCE, POLITICIANS, MAGISTRATES, JUDGES, EDUCATIONALIST AND CIVIL SERVANTS, all these professionals too are on very respectable positions.

They too, can mould the people's thoughts and bring them or keep them on the path of sound morals, manners and characters and look after the interest of under-privileged masses in various avenues of life.

All professionals are the backbone of every society, community, and nation for them it is below dignity to lay their hands on any sort of **CORRUPTION, BLACKMAIL, UNPLESANT AND UNDER THE BOARD DEALINGS,** if they do so, that means leading the profession or professions and personalities in a **SEA OF SINS AND SHAMES.** I pray very sicerely that may Almighty **GOD,** showers his lasting blessings upon all of us, to do all virtuous deeds in **LIFE.**

EDUCATION AND SELF KNOWLEDGE

"KNOWLEDGE MAKES YOU FREE FROM THE CHAINS OF IGNORANCE AND REVIVESYOUR HEART"

SAINT ABUALI SAQFI.

PRELIMINARY AGENCY OF EDUCATION

The parents are the first responsible agency to educate their children in good environment and teach them from childhood the basic manners, morals and characters, as parents are, by the God's willing, the physical instruments in bringing about the existence of their children

The family as being the first educational agency, it should function in most peaceful, properly, and effectively and to provide the basic necessities as food, clothing, shelter and medical care. The children need love, almost as much as food, clothing and shelter, they must feel very openly that they belong to the family and are part and parcel of the same group.

The children need love, food clothing and shelter, as much as they are required to be taught the religious education and secular education, all these teachings must be backed with MANNER'S **MORALS AND CHARACTERS.** Even suppose at a latter stage, children may form bad habits or on path of vices, but all these childhood teachings shall be guide lines and eventually will turn on the path of virtues, but those who are not taught at all such manners, morals and characters, majority of them shall always be on path of evil inclinations.

THE BASIC AIM OF EDUCATION

The basic aim of education is to utilize first in one's self development and then to become a useful member of his or her family, society, community and country as well, education is the most essential ingredient

for good and respectable living and helps an individual to become useful member of the society.

The education must be attached with **THREE ARMS**- i.e., **MANNERS, MORALS AND CHARACTERS,** these are the main pillars over which the human society is to be built, with strong and unshakable foundation.

The aim of education is not that one should be qualified professionally and secondly it should not become a workshop for making or producing just only employees or labour work force in various avenues of life, but the **PRIME AIM OF EDUCATION** should be and must be to improve the SELF, and the SELF is immensely important factor in human life, ever sice man began to meditate over the various problems of life, and gain the secret knowledge of his\her inner self, that is called the man who knew himself, knew the Almighty God, and the REALITY OF LIFE.

Today's world of materialism, many people judge the value of education by the actual financial returns which it brings in, no doubt this is a narrow and short sighted reasoning. The real value and beauty of education cannot be estimated by the pecuniary advantages, which it brings in, but it is for the improvement of the self, and once the self is perfect the result shall be the advancement in many walks of life.

SELF KNOWLEDGE

One must meditate or ponder over the different problems of life in which self knowledge is very important factor for every human to develop, to some people the inner man is more important than his outer self, thus who ever gained the secret of self knowledge of his/her inner self, and also become fully conversant with the phenomenal world, such people believe that a man who knew himself/herself may know the **GOD.** The modern education has not shed lights or reflections over this subject, so the present day educational system must be attached with the

SELF KNOWLEDGE, to improve the SELF than the perfection may come about. Let me quote here the words of a great Philosopher Jalaluddin Rumi "He maintains that love alone is the corner stone of life, and tolerance is the beacon-light which promotes **UNITY AND HARMONY**". Truly speaking these guidelines human society need at every angle in this troubled world. If one does not think about his life, its meaning and it's purpose, then it is a shame that, not turn out to be a perfect citizen, the best personality can only be coming out if a person takes the trouble of acquiring **SLEF KNOWLEDGE** and the knowledge of his inner self also by reading the biographies of the world greatest personalities, more especially the prophets, the philosophers, the reformers, the poets, the social reformers and the educationalist. A man may be well experienced in his outer self (Life) in understanding others, and in the general characters of his life, his friends and relatives and so on and so forth, yet without self knowledge he may be blind as regards his own capacities, weaknesses, virtues and vices. It is quite surprising that man knows all about others, but nothing about himself, So it is very must worthwhile that one must acquire **SELF KNOWLEDGE,** in order to improve and discipline the **SELF,** one must try to trace out one's qualities, defects, inner motives, conduct and characters of life.

WOMEN EDUCATION

WOMAN IS THE MOTHER OF HUMANITY

One must not forget that the first school of a child is his/her home and first teacher is his/her mother, so the first school of humanity is home, in which manners, morals and characters are to be taught. This being the basic foundation it must be and should be very strong enough to resist any future quakes or explosation of IMMORALITY, VICES AND VICIOUS HABITS.

No community or country can progress well unless its women are well equipped with SELF KNOWLEDGE AND EDUCATION, they should be given education, what is most useful to them in day to day life, such as domestic science, cookery, tailoring, embroidery, household managements, nursing, accounts, pharmacist, in all these professions women can do all jobs themselves without involving menfolk working in close with them. Women should not gaze unnecessarily at men, nor men should gaze at women, and both must guard their chastity. If no education is given to women then the result will be that ONLY ONE WHEEL OF THE CART IS MOVING.

I for one of a very strong conviction that there must not be co-education, from upper primary level, most of the sins are taking its ugly shapes, from the age of sex mixing at schools, at colleges, and at universities, also at places of works, such as offices, shops, factories, etc. Whenever and wherever there are free mixing of sex, untold miseries are occurring, need not to go into detial writing, but volumes can be written over this subject, indeed it is a serious subject, the future generations may ponder and review the whole system of educational setup, which is debatable for various communities and countries.

Let us consider this world as one unit of workshop, in which there are tens of millions of workshops, out of which HOME AND FAMILY IS ONE, so to run this workshop in better way, women got to be fully equipped with necessary ingredients, such as manners, morals and characters with self knowledge and basic education, so that the children can be taught from childhood with utmost care also to be taught not to hate any caste, creed, colour or clan. The women are the administrators of these human workshops, it must be based on sound foundations, so that the pillars of the future generations are not shakeable, and also the future of any family, society, community or country and its respective culture and civilization may not be in catastrophe.

RELIGIOUS EDUCATION

REASON AND LOGIC IS THE ROOT OF RELIGIONS

Every religion is based on the ideals of REASON AND LOGIC with PURITY OF HEAD AND HEART, which purifies the ideas, behaviours, and keep check over vices, but in this materialistic world human beings all over the world having little or less time to think of religions, or to implement its teachings and preachings for their advantages or for common good.

Whenever the religion one may follow, but one must have a knowledge of its FUNDAMENTAL PRINCIPLES AND POLICIES, which are open to all and all preachings are that hate not any religion or its members or create any unpleasant or unrealistic attitude. It's the followers of any particular religion or religions, who create, in many cases, the misunderstandings or some ignorant individuals misbehave and petty quarrels starts and from there to major riots take its ugly shape and in some cases even political party or parties or extreme fanatic elements, take advantage of such situations, in order to gain their own ends, in such circumstances the innocent individuals become the victims.

So in such circumstances, please do not indulge in unpleasant actions, rather keep away from all such troubles, or try to persuade whom you know, always extend LOVE AND TOLERANCE towards Almighty God's creation.

The religious education and the worldly education must be interwoven which is an embodiment of whole civilization, and it represents a pattern of society, and network of relation between man and man, between man and society, between society and community, between man and community, and between man and universe.

I must be frank in writing my bold opinion as regard religion or religious and it's impact on human society, that if one implements in strictest forms to the fundamental glorious teachings and preachings given by religion or religious then it is very much granted that there shall be peace and justice in one's self, in society, in country and in the unvierse as a whole.

NEIGHBOUR'S RIGHTS

"HE IS NOT A BELIEVER WHO EATS TO THE FULL BEFORE GOING TO BED WHILE HIS OWN NEIGHBOUR (IRRESPECTIVE OR CAST, CREED, COLOUR OR CLAN) HAS NOTHING TO EAT AND GOES TO SLEEP WITH AN EMPTY STOMACH"

______PROPHET MOHOMMED (PHUH)

The rights of neighbours are immense and it should be and must be respected and to be implemented by each and every neighbour, irrespective of **CAST, CREED, COLOUR OR CLAN.**

If at all there are misunderstandings, then both sides must solve the petty quarrels by extending tolerance which must be attached with reason, logic and honest approach with love. If at all the problems of quarrel could not be solved then take up the matter to the arbitrators, explain everything in honest and simple language, by both sides, so that the disputes could be settled amicably.

Here one must remember, that as arbitrators, the handling of the disputes or quarrels must be discharge in most impartial term and judge the merits of the disputes or cases with JUSTICE, EQUALITY AND LOVE FOR BOTHE SIDES.

The are certian people, who do not believe in peace or peaceful co-existence, but are quarrelsome by nature, with such people one must not mix very much, do not give any cause of dispute, keep distance, but keep relation as neighbour, with manners and feelings as neighbour, so in time to come such people may be converted into good friends or good relatives.

Thre are many many rules which are to be observed and put into practice but here below, are most common rules-

1. If the neighbour needs your help, do it with pleasure, if it is within the reach.
2. If the neighbour is sick do visit him, console him and give him courage.
3. If he is honoured, congratulate him.
4. If he is involved in some difficult time try to relieve him and sympathise with him in his adversity.
5. If you buy fruits, send some as gift for children, otherwise bring home under cover, and see that your kids do not expose them, because your neighbour's children feel deprived and aggrieved.
6. If you are playing radiogram or radio, or T.V. or Video, do so in low tone, as not to disturb the neighbours, especially after 9 p.m. please avoid such activities.
7. If some one having a habit of back-bites, speak low of each other, and jealousy of one another, all such things create very unpleasant relation, please keep away from such vices.

THE MOST COMMON QUARRELS IN URBAN AND RURAL AREAS

1. There are quarrels on various occasion for water rights at wells and at water taps.
2. By throwing of dust or other wastes on someone's premises, in some cases people doing so, deliberately.
3. The fruit trees or other types of trees on border lines between neigh-

bours over which both claim their rights, compromise amicably.

4. Sometimes by keeping chicken loose, enter neighbour's premises, whereby spoil vegetables, flowers etc., etc.

5. The cattle or goats grazed in one's field or that of hens laid its eggs in neighbour's yard or haystack or dogs keep loose and disturb the neighbours by going in their premises or plots.

6. Unjust tilling of one's border strip of land, which is most common in rural areas, mostly in villages.

7. The exit roads facilities on one's plots or farms and in the villages, sometimes people misuse such facilities and the trouble starts.

8. The children of the neighbourshood play together and in the end they quarrel, or fight start, (after all they are children) and in some cases mothers or fathers or relatives are defending their children very unjustly and abusing each other, so much so that the ending in bone breakings and become criminal case or cases, sometimes two clan or tribes involve and ends up into a riot.

9. The encroachment on someone's land, by removing fences or by digging out the beacons or the land marks, by doing so, verbal quarrel start and in many cases it develops very seriously, even physical fights take its ugly turn and sometimes ends up in murder such cases very often happen in villages, even turns up into tribal conflict.

10. As neighbours co-operate with each other in deeds of goodness, love, logic, reasonalble and understanding, but keep away from evil inclinations.

COMMENTS

As parents or elderly persons, should not involve themselves in such quarrels or fights try to reconcile the mis-understandings, among the children, by departing them, give them advises, teach them the manners, and the ethics of playing, in some cases, if need be then punish at the right time only, not always.

The children become obedient by extending love rather than by force or anger, they must be taught at home from childhood, the manners, the morals and the etiquettes, all such quarrels or such troubles can be solved with reasons and honest understandings by both the sides, tolerance, love, logic and understandings must be extended, and the logic and understandings must be extended, and the result will be peaceful solution, and the joy prevails on bothe sides.

THE ART OF LIVING

KEEP AWAY FROM ALL DESIRES, WHICH ARE BASED ON VICES AND FALSEHOOD, EMBRACED ON VIRTUES

SELF

This is the most intricate subject, but it can be defined in most simple term, as no one can say or claim, that one is having a complete mastery over the art of living, but this does not mean that one can not achieve it, one can make living more pleasant by implementing or put into practice, the principles and policies in its true form which have direct connections on the art of living.

Please do read Chapter 20, "THE CHARACTER", which has the direct link or bearing on the ART OF LIVING, try utmost to put into practise all the guidelines on virtue.

There are some people all over the globe, who live the life with happy and contented mind, only few of such category, but there are some people who are repenting over the blunders, they have committed in the past, majority falls in this bracket, such as some repenting ot the accumulation of wealth by most corrupt method, some by back door dealings, some repenting of tne adultery done, some have lost tne wealth in gambling, some have lost the wealth by overspending, some by neglecting the wealth, some have lost respect in tne society, because of stealing, intoxication, immorality, or committed certain sins whicn they cannot forget, sucn as mistrust, misappropriation, by betrayal the trust as trustee of the orphans and widows, and many many other vices which are burning like a fire in the heart of their hearts. The majority of the people, all over the world lead very miserable life, leading to mental disorder or over nervous, or madness, that they are incapable of having any peace of mind ana cannot solve the problems which are lacing them.

To such people and of such problems, they must remember that what have been done, are done, try to forget the blunders which are committed and hence forth surrender all the evil inclination to the strong will power, repentance over what have been done, NOT TO REPEAT THE VICES, and to obey the command of Almighty God.

After repenting over the past blunders, make a solemn oath, in the name of Almighty God not to commit any such vices any more and total submission to the will of GOD ALMIGHTY.

Whenever and wherever, such ugly or gloomy intentions come in the mind, at once remember the covenant made with Almighty God and think that the death is nearer, not to follow the path of vices.

Every person must feel the SELF SHAME, if any evil act or acts, are done, self shame shall appear, if one is honest to judge himself, and then feel himself low and criminal in the eyes of other.

Every morning when one gets up, make a grim tetermination, that the whole day to do everything in the path virtue, such good records may be maintained for weeks, months and years, divorce all the vices and embrace the virtues.

Be a lover of fellow human-beings and extend goodwill towards all irrespective of caste, creed, colour and clan.

At least an hour or so, have a pleasant conversation with a matured mind (person), which may give relaxation of mind.

At least a mile or so, to do walking may be in the morning or evening, with a good company, also to do some exercises which will provide more relaxation to the mind and the body.

All sort of worries and irritations must be thrown out of the mind, as mental poverty is the most cruel of all forms of poverty.

To enjoy life most out of the present is to form punctuality in day to day

affairs such as:-

(1) Prayers (2) Meditation (3) Reading (good and rich literature) (4) Walking (5) Exercises (6) Diary Writing (day to day events in brief, as well as virtues deeds done and to note the vices so to control the self) (7) Playing games and above all to follow very humble and honest living.

The nervous break down is the curse of our modern materialist culture and it really affect the people all over the world, some clutching their fingers, some biting their lips and nails, some getting pale faces, even if one sits down to have dinner in bad temper or mood then it is likely to suffer indigestion with a result of stomach pain, headache, constipation and uneasiness.

One must remember, always, that our minds and bodies are inseparable, so never go to dinner in bad mood and in anger, or with quarrel while eating, all ill feelings must be out, while you take your meals.

There are no scientific theories which can solve the problems of THE ART OF LIVING, nor science can offer any guidelines, but only religious and holy scriptures and literatures have provided enough spiritual recipes which cleanse the minds and the souls, also keep away all desires based on falsehood and vices.

The present moment itself is life, as there is no guarantee what so ever that when and where, one may end his last breathe. The peace of mind must be and should be the heritage of every human being, it is a gift from Almighty God, it cannot be bought but it comes through virtuous life.

The trend of this century is towards materialism and it is but natural that every human mind is busy more or less, in finding the ways and means to march with time or to achieve it by one way or the other or if the goal or goals not achieved then there is no contentment, or some become more and more greedy that in every matter there is no end of content-

ment, what a pity one becomes a slave of himself.

Here, I for one, must make clear, that everyone should try in life, but not at a cost which makes one like a slave and to achieve all goals with honest methods and hardwork, than only the joy and contentment one gets.

One step further, I must stress that all problems and activities must be solved in accordance with the glorious principles and laws laid down by religion and must also be loyal to the laws of the land. One must have the real contentment in life, wherever he stays, whatever his employment or a job, he does, whatever he earns, there must be a real affection for it all, and that is the real path to achieve, the real happiness in life..

One cannot enjoy life, if he passes the days of his life in constant habit of worries and irritations, which brings untold miseries, such as sleeplessness, headache, stomach troubles uecers, idigestion and so forth. To suffer all such uneasiness, rather try utmost to cultivate a habit of cheerful disposition, keep mind cool, try to avoid all hasty actions, and anger must be depressed, change the mind, avoid unnecessary argument, if at all in anger than leave the place for few minutes think fo a while of a beautiful and peaceful lake, surrounded by mountains, all over covered with nice trees, the birds of various kinds singing, as sun sets, and the moon lightappear, and as if you are passing through such beautiful valley just to change mind.

This world is full of struggles, no one can claim that he is free from any struggle, or no country is free from such struggles, it must be remembered that struggle, for existence all over, is the meaning of life, whether one gets defeat or success is in the hands of ALMIGHTY GOD, but struggle itself should be the pious duty and should be one's joy and joy alone, with PEACE AND HAPPINESS.

CHARACTER

"THAT NATION IS NOT IN NEED OF A SWORD THE CHARACTER OF WHOSE YOUTH IS LIKE STEEL"

DR. ALAMA IQBAL

The composition of various virtuous deeds, is called character, character is like diamond, which cuts every stone, means it cuts all vices, and it distinguishes between good person and bad person. One must remember that if WEALTH IS LOST NOTHING IS LOST, IF HEALTH IS LOST SOMTHING IS LOST, BUT IF CHARACTER IS LOST EVERYTHING IS LOST. So please remember without character, whatever one holds, such as wealth, strength, power, intelligentce, has no value at all as wealth will not be for ever, strength is going out gradually, power will go, intelligentce shall fade slowly, but character shall remain, and shall be the best legacy one leaves behind even after death, for future generations to follow the footsteps of such persons of character, world require such class of people, I for one, of a very firm opinion that the future generations shall become the guidelines if they follow the virtues and implement in every avenues of life.

The higher purpose of life must be to become obedient to Almighty God, and give charity to mankind, which may be of materially, monetary, mental, social spiritual or physical, in whatever small way or form one must be helpful to the under privileged but if one thinks that there is not higher purpose at all, than THERE IS NO PURPOSE IN LIVING.

All the avenues of learning in this world today, which are based on materialistic knowledge or purpose, so it cannot solve the human problems or place him on perfection, only SELF SACRIFICE AND SERVICE TO MANKIND with sound spiritual inclination, leads a man to the perfection of PEACE, CONTENTMENT, LOVE, HAPPINESS AND UNDERSTANDING, WITH FELLOW HUMAN-BEINGS.

To form good character one must be of a very strong will power to resist every sort of evil inclination which penetrates into the minds of human-being; it is the thinking which creates all the good and all the bad, but if the thinking is controlled by constant practice of implementing all virtues in life, than one can easily pass a life without committing CRIMES, AND SINS, and shall adopt a life full of LOVE, CHARM, HONESTY, PIETY AND MERCY, towrds fellow human beings and GOD Almighty's creation.

Many religions have come, on this planet, to establish a peaceful and uncorrupted society but it is due to short visions of human-beings in every society, community or nation, that we suffer a lot and then always such people say that this world is miserable, again say it is very cruel, what a pity ? Very unrealistic to say so, it is they who made so, if one makes a grim determination to lead a pious, pleasant and pitiful life, no doubt such people cna enjoy every moment of their life and earn the blessings of all around them and that of THE ALMIGHTY (GOD).

CATEGORIES IN CHARACTER

There are various forms of character which people form or adopt in life style, it can be summarized in the following manners :-

* The first category, there are people throughout their lifetime even from childhood, stand like a rock, under any circumstances they uphold the value of virtuous life with manners and morals, so the poeple around them, really, admire and immulate them.

* The second category of the people, having no regard for any good values in life, have no ethics of any kind or sort, always on the path of vices, which they consider as a way of life, no respect of the laws of the land nor for any social laws, having no manners and no morals.

* The thrid category people having mixture of virtues and vices, they are unpredictable, sometimes or in some period they behave very

sober, pious, and law abiding, but in some circumstances they turn very notorious with full of vices and on criminal side.

* The fourth category, the most common, more specially in the remote rural areas, of the world, these people are very innocent do not indulge in vices nor understand to do virtuous deeds, they do not harm nor extend any good to anyone.

- All it depends on the circumstances under which one is brought up, if brought up under good care, taught from childhood all the manners, the morals and to be free from all vices, it is very much for granted that the offsprings or progeny shall understand good and bad at every level of human activities, and follow like wise. Such people fall in the first category.

* The second category, such people had no training or not been brought up with care, nor given any advises as regards manners and morals and nor been told about the disadvantages of vices, they just been brought up like any how and by doing wrongs have no feelings of SELF SHAME AND NO SELF RESPECT, having no respect for others, nor for any good in life, such class of children or people should be taught and trained by parents or guardians or teachers or elders of the families, no doubt there shall be positive results if proper care and training is beign given with love and logic.

* The third category, they do understand the good and the bad, means the right and the wrong, but due to WEAK WILL POWER, they become the victim of circumstances and follow the path of vices very quickly but thy realise that, all been done is wrong, than they repent and do all good and virtuous deeds, such class of people must develop the sound WILL POWER and must practice day in and day out with grim determination not to follow the path of vices, it is very easy for this class of people to adopt the required standard of character.

* The fourth category, it is simple class of people, they are not harmful nor USEFUL, JUST simple people, but they do posses many ethics

of manners and morals.

To-day there are people through out this world in every community, in every country, in every continent who are seeking and also it is a general cry for PEACE, JUSTICE, HAPPINESS AND CONTENTMENT, but it all becomes so RARE and also no money could buy nor any power can buy or achieve really it looks like that the people having wrong prescriptions and having wrong treatment, in fact no proper diagnosis been done, over the subject matters, the human society in this century has fought TWO WORLD WARS PLUS MANY REGIONAL WARS PLUS COLD WARS OVER VARIOUS 'ISMS, after all what is all these about ?

What did they achieve ? Where is culture ? Where is civilization ? It has brought about many many UNTOLD MISERIES, human race been divided at every angle, trust over each other been faded, corruption and cunningness become common culture, world has moved rapidly toward materialism and through which advanced in science and technology, over which spend huge sums of money in billions of pounds, over to conquer the outer space, once even had a walk on the MOON too, thousand of intercontinental missiles, many many hundereds of atom and hydrogen bombs, really a big scale arm race after all for what to achieve? What did, they achieve in the past ? The collections of all these deadly armaments are and shall be for MANKIND'S SELF DISTRUCTION, by manufacturing and storing the collections of these deadly weapons, the industrial nations claim as "SUPER POWER" and further claim as their "CULTURE" AND CIVILIZATION", as they posses all at their disposal, But forgetting that there is another SUPER POWER, THE LORD OF THE LORDS, ALMIGHTY GOD, who created us all gave us sense to make, to think, to see and to live according to his COMMANDS and to obey all his CONVENANTS. Here let us all pray sincerely, that we all discharge our obligations towards GOD'S CREATION, with transparent honesty, according to His teachings.

Here one must not forget that science and technology have come to serve humanity, but not for destructions. The problems of the world, were in the past, also there are multifarious problems at present too, and even shall remain in the future as well, all such problems are to be solved, and that require honest approach, reason, logic and understanding of each others view points with respect and love towards GOD'S CREACTION, open negotiations and dialogue with love and open mindedness which shall bring positive and tangible results.

The 21st Century is just round the corner, let us all pray that Almighty God, showers his lasting blessing upon the people of all the nations, also bestow upon with manners, morals and characters. There shall be many unavoidable environmental problems, which are major treat, some due to nuclear test, disposal of nuclear waste material, population explosion and fuel consumption at highest level, also many undersirable sophisticated industries and many others have contributed towrd climatic pollution, as a result, many natural calamities are happening and many shall be witnessed in time to come, such as CYCLONES, EARTHQUAKES, FLOODING, EXCESS RAINS, SUDDEN CHANGES IN CLIMATE, EXCESS COLD AND HEAT, all these due to excess disturbances in environment, which shall bring untold miseries to the mankind, animal and birds, healths and life, as well may disturb and destroy many parts of the world, if timely measures are not taken now, instead of walking on the moon and the research in the space, let us all walk gently on this planet with all ethics of manners, morals and characters and to replace WAR, WINE, WOMAN AND WAR OF WORDS WITH WISDOM AND ALSO REPLACE CONFLICTS, CORRUPTIONS, CONTRADICTIONS, CUNNINGNESS AND CRIMES, WITH CHARACTER.

As far as character is concerned, it cannot be bought with any money, nor can be given as a gift, nor can be put on or affected, one has to strive for it, one must try utmost not to become the victim of the following VICES :

1. INTOXICATION
2. GAMBLING
3. IMMORALITY (ADULTERY)
4. STEALING
5. JEALOUSY
6. PRIDENESS
7. ANGER
8. CORRUPTION
9. GREEDINESS
10. BACK-BITES
11. BLACK MAIL
12. BRIBERY
13. REVENGEFUL
14. OBSTINACY
15. SUSPICION
16. SINS
17. WORRIES
18. T.V., VIDEIO, CINEMA

INTOXICATION 1

"INTOXICANTS AS SOMETHING WHICH ONE PUTS IN HIS MOUTH TO STEEL AWAY HIS BRAIN"

W.SHAKESPERE

This habit of drunkenness is the most weak pillar of life, which brings untold miseries, also bring destruction within ones home life and affects a lot on advancements in various avenues of life, even people of dignity and intelligence have formed this habit and lost their respect and dignity. The prohibition of liquor by laws of the land of any Govenrment or authority, as this form of restriction cannot work out, but to teach the younger generations from childhood, at home level, at school level, at religious classes level, social function level, children must be taught, by parents, elders, school teachers, religious teachers, the evil effects of liquor and its disadvantage on human social activities. With the habit of drunkenness, there are many vices follow along with it, really one becomes beast after drinking liquor, one does not know the difference who is wife ? Who is mother ? Who is sister ? Who is daughter ? Who is mother-in-law ? and in many cases young children or spinster become victim of such evil person, REASON DRUNKENNESS. In certain cases, the drunkards do devilish things, such as fighting for no reason, raping, murder, suicide, just to mention few all these evils are connected with this vicious habit - IN SHORT THE DRUNKENNESS.

"THE GAMBLING IS THE CHILD OF AVARICE, THE BROTHER OF INEQUITY AND THE FATHER OF MISCHIEF."

GEORGE WASHINGTON

The evil effects of gambling are too well known, gambling reduces even the fabulous riches to destitution and bring disaster within and outside, family life.

The lawful acumulation of wealth and honest earnings are the blessings, contentments and comforts from ALMIGHTY GOD, but unlawful earning and accumulation of wealth such as from any sort of gambling and other illegal methods, bring disaster within oneself, within family and within community.

There are various types of gambling, In the past, I came across scores of instances, whereby people of riches have been reduced to a point of sheer beggerhood. Even CASINOS and other forms of MECHANICAL gambling devices are too, classified as gamblings, such as :

1. Playing cards with stakes of money or material.
2. Marbles, money or stones throwing were bets are taken.
3. The horse racing, over which one bets certain amount, over certain horse, this too classified as gambling.
4. The birds and the kites flying competition with bets are too forbidden.
5. Any game over which bettings are done these too classified as gambling.
6. Even animal competition in which bettings are done, this too classified as gambling.

In gambling one thing is certain that present is uncertain and future inscrutable. No one knows what to-morrow may bring or hold them.

Many times big gamblers are betting anything and everything including, properties, such as houses, shops, farm lands, households, vehicles and in some cases even they bet, last resort, their wives. What a shameful and sinful game ? Please keep away from this evil, the most evil habit, which has RUINED MILLIONS AND MILLIONS OF PEOPLE, and still ruin.

IMMORALITY (ADULTERY) 3

THE SENTIMENTS OF SEX IS SWEET BUT ENDS UP IN SADNESS, SUCH AS BROKEN HEARTS AND HOMES AND SOME SUFFER FROM DISEASES, SO BETTER TO LEAD A SIMPLE AND SPIRITUAL FAMILY LIFE.

There are many reasons to believe that the evils of adultery are immense and bring downfall, and in most cases untold miseries, broken homes and divorces.

The men and the women must have complete command over the inner bad feelings, the eyes, the tongue, the soul and the will power, so not to see other women or men with bad intentions, not to utter unusual words, which may create bad feelings. Especially women must have full control over the evil intention and sound will power, must lower their gaze and guard modesty. The women should not display their beauty and attires and ornaments, also safe guard against evil tendency, keep away from satanic thinking, and modest talk.

The modesty and strong moral characters which are necessary for all to preserve healthy atmosphere, one must create a complete command over the will power in order to save the characters while tossing oneself among the strong waves of passion.

STEALING 4

"THEFTS NEVER ENRICH"

The habit of stealing has no limit, in the beginning, a child or a man starts from small things and develops on a large scale, some becomes really professionals, along with this habit, many other habits follow. In this habit moral will power always rejects any idea or impulse of committing something which is not worth doing, so in the habit of this or

other habits, moral power always rejects, and rings a ball against evil inclinations, so to learn moral will power and once moral power strong enough to resist, such offences and crimes, will disappear.

This is a shameful habit, those who indulge in this habit, must develop a habit of SELF-SHAME, REDUCE THE REQUIREMENTS OF LIFE, LEAD A SIMPLE LIFE, WITH LOW PROFILE, CULTIVATE A HABIT OF HONEST LIVING, WHATEVER MAY BE THE CIRCUMSTANCES NOT TO INDULGE IN THIS SHAMEFUL AND UGLY HABIT.

Not to be extravagant and over luxurious, so that it compels to lead a habit of stealing. The spending capacity must be according to the earning capacity. NO DOUBT it is a SINFUL AND SHAMEFUL HABIT, every one must keep miles away from this evil habit. PLEASE, ITS MY MOST HUMBLE APPEAL, NOT TO FORM THIS HABIT.

JEALOUSY 5

JEALOUSY DOES NOT WAIT FOR REASONS.

The jealosy is the root cause of all evils due to such evil habit, there is no peace in oneself, in family, in the community, in the nations of the world, even educated people suffer from this disease, such people are burnign in their hearts, they just cannot see any good of others.

If the neighbours or the relatives, of such people of jealousy, are on the path of success or on good advancements in the fields of monetary, eduactionally, respectability, and spiritually, then the flow of jealousy becomes very apparent.

Please **DO KEEP AWAY FROM THIS EVIL HABIT, AS IT EATS AWAY HUMAN FLESH.**

PRIDENESS 6

"EVERYTHING IS KNOWN AND ALL THAT IS KNOWN IS VANITY"

There are people, who praise their own self, with a view to impress the other, they try to impress others with their wealth, statutes, education, power, cleverness, handsomeness, beauty, there are other possessions, as such people always think and expect that all other people around them should praise and by doing so, such class of people get satisfaction, from any standard, PRIDENESS must be and should be rejected by all.

As it brings :

1. The downfall in their own life time.
2. The people around them stop respecting such people.
3. If such PROUD PEOPLE continue to show their PRIDENESS then they become a laughing stock for others.
4. The people with PRIDENESS must form a habit of looking at others, who are much higher than them in every respect, yet they lead simple life, with low profile.
5. PRIDENESS destroys all virtues of a person, who is in possession of such evil habit.

ANGER 7

ANGER IS AN ACID THAT CAN DO MORE HARM TO THE VESSEL IN WHICH IT'S STORED THAN TO ANYTHING ON WHICH IT'S POURED.

No doubt it is rightly said that ANGER is an ACID ________one who suffers is the biggest slave of his or her own self, in anger one does all

sort of harmful acts,which is harmful not only to others but to himself, very much.

One muse try and put into action not to get anger, self control and to avoid when such circumstances arise.

There is partial remedy to control anger, which amy be helpful if put into preactice.

When in anger, start praying the praise of ALMIGHTY GOD, the mercuful, the gracious, also remember his bounties given to mankind.

When in anger, just to change the thinking, remember death, as if it is going to come anytime.

If one does not know the prayers than to count the numbers, ONE TO FIFTY.

Drink cold water and wash the face with it.

If still anger is not in control then leave the place urgently for few hours, change in atmosphere, which may help to depress anger, change the thinking immediately.

One must try to resolve evey problem with LOGIC, REASON, UNDERSTANDING AND RESPECT THE VIEW POINTS OF OTHERS, then the cause of anger might not take place. All outstanding problems do not solve with anger, but take up the matter to the honest elders of the society of the society or of the community as arbitrators.

CORRUPTION 8

THE CORRUPT COMMUNITY OR COUNTRY CRUMBLE LIKE A CASTLE BUILT ON SAND.

The habit of taking corruption is a giant subject but I narrate in few paragraphs, no doubt it is on increase throughout the length and breadth

of this world, more specially in the third world countries, corruption is very much prevalent and become a religion, there are many factors working behind this evil and ugly practise such as__

- Poverty due to over population in certain countries.
- Non-availability of jobs, due to certain religious barriers, tribal carriers, regional barriers, and skin barriers.
- Low wages and salaries.
- The human nature of greediness to become overnight millionaire.
- In most cases of corruption people having their needs higher than the income, or their joos are secured.
- Whatever form this cancerous habit shall ruin, the self, the family and the community and even the nations of the world, in a long run.
- There are honest people leading very simple and pious life, their life style remain static, no greediness, remain tree and fair in all dealings, but the percentage of this category of people is dropping.

Those who indulge in this ugly habit of corruption, to them all, it is my humble appeal and advise not to advance with the habit any more, try to manage the household and other expenses within the limit of earnings, not to indulge in bad habits of various vices, make a grim determination to lead a clean, honest and noble life, so that the future generations shall get the dividend in many folds, and tne present life shalT be full of contentments, happiness and joy all around.

Here below few points which may be helpful in forming HONEST AND CLEAN LIFE.

- Temptations to become rich quick must be stopped.
- Control over spending.
- Greediness must be depressed.
- Implement in life all virtues and divorce the vices.

- Always remember that the dirty money shall take away good money in long run.
- Clean earnings shall provide contentment, joy and happiness at every stage of life, even at the time of death, one shall depart from this world with **SMILE ON LIPS.**

N.B: In all third world countries, mostly corruptions are prevalent in many corners, it is like a cancer, penetrated in various government departments, such as income tax, customs, immigrations, law enforcement agency, transportation, health, municipalities and post and telecommunication also in many private sectors.

GREEDINESS 9

"THE AVOIDANCE OF GREED OF THIS WORLD GIVES PEACE OF MIND AND OF BODY"

THE PROPHET OF ISLAM

A greedy person looks after his own interest, he does not care for any one, when his interest is in jeopardy, than his penny is wiser than some-one's pound, such person is even miser and at the cost of his respect, he fulfils his greediness. It is worthy if someone is greedy on the path of virtues, with a view to achieve and to implement in LIFE, all which is GOOD.

The greedy person is like a wolf, if two ferocious WOLVES are let loose, on a folk of sheep and they freely devour the sheep, then the destruction caused by the WOLVES will be less than the harm caused to one's faith by greed of wealth and his desire of name and fame.

BACK-BTTES 10

BE NOT SIMPLY GOOD, BE GOOD FOR SOMETHING.

There are various types of backbites, some backbites are very much defamatory, some are good and constructive which are based on virtues, but when someone is talking about a person or persons while they are not present and which carry a very wrong impressions or dark-blot over the character. Indeed one must refrain from such unworthy talks or statements. Do not please try to lower the names of other persons.

BLACKMAIL 11

PUNISHMENT IS THE OTHER HALF OF CRIME

HEGEL.

There are various types of BLACKMAIL, being prevalent now-a-days tnrough out the world, such as black mail as regard of character to do harm over the respects of others, doing harm to the people who are innocent, extend harm tnrough material and monetary loses.

Some people know the secrets of others, when they are friends or on good terms but when such persons become enemy, they at once, take the advantage to BLACK- MAIL, no doubt this the worst type of vice, every person must try utmost not to become a victim of this ugly habit, in other words this can be called an indirect intimidation.

BRIBERY 12

BEASTS ARE MORE HUMAN THAN HUMANITY, IF INDULGENCE IN VICES

To take and to give bribery, both a habit of shame and sin, in this world of today, every corner of the offices of certain departments of governments, of municipalities, at hotels, at restaurants, at certain public places

or at gatherings, people of the habit of taking bribery, busy about 'SOME DEALS' shameful deals, especially in the third world poor countries, SUCH DEALS are very prevalent by giving and taking all sorts of bribery. If one considers or thinks that not to become a victim of this evil and ugly habit, then one has to determine__

1. To form a very strong will power so to defeat this evil habit.
2. Not to entertain people of this evil habit.
3. All needs of households, and other needs, must be within the limit of earning.
4. Not to be extravagant, and not to entertain unnecessary expenses.
5. To form such good habits it is but natural that Almighty GOD, always holds fast the hands of such people, and in a long run, they are the most successful than the people who accumulated dirty wealth by means of bribery.

REVENGEFUL 13

"THE ACT OF REVENGE HAS THE DEFECTS OF ALL MEASURE"

This habit of revengeful nature, surely it leads to downfall sooner or later, always be open minded, try to settle all disputes by discussion, negotiations and through arbitration, (not harsh and harmful words) always, please, following the decisions and must be honoured by both sides, follow the laid down rules and be honest in implementing.

No revenge must take place, always forget and forgive, world depends on co-operaton and not on conflict and revenge.

OBSTINACY 14

"OBSTINACY IS THE OTHER HALF OF FOOLISHNESS"

-SELF

The obstinacy is good only when one follows the righteousness in every avenue of life, that is to say on the path of virtues, that indeed, it is a blessing, but if one becomes obstinate to follow VICES and always think that whatever he does, is right and others wrong one considers himself highet in everything, do not even consider other people's viewpoint, just obstinancy, no doubt such person suffer a lot in life and lead to a destruction of self. I came across many such people, their rise and downfall due to obstinate nature.

SUSPICION 15

SUSPICION CREATES CONFUSION AND CONFUSION LEADS TO DISTRACTION.

Suspicion creates lots of confusion, misunderstanding, unpleasant happening, breeds quarrel, war of words, fights and in most cases suspicion from unreliable sources of information which leads to many unpleasant situation and leads to catastrophe.

Always be moderate and scrutinize any suspicion, before taking any decision over it or any step.

Through suspicion, many unsettled problems have ended in unsettled family life, quarrels, misunderstandings, divorce, black-mail, revenge and many more.

SINS 16

REMEMBRANCE OF DEATH CONSTANTLY, MAY KEEP SINS AWAY

The problem of sin has haunted the minds of mankind for past six thousand years.

The introduction of SIN into the human race has resulted in untold miseries, sorrow, pain, incurable diseases, moral weakness, violence, quarrels, wars, poverty, starvation and deaths, all such pictures of our so called civilized society, become more bleak and hopeless each day, our so called boasted culture and civilization are staggering to what appears to be a DEAD END. Why does Almighty GOD, permit sufferings and miseries ? Who is responsible for floods, earthquakes, cyclones, disasters, excess rain, calamities ? The basic reason for all sufferings, sorrows and pains, is not GOD ALMIGHTY'S WILL OR PURPOSE BUT RATHER it is the result of our sins.

The 20th century philosophy has been introduced by various___ISMS, who advocate that there is no such thing as SIN, but has been replaced by them as saying, "A MISTAKE" OR "A FAULT" OR "A MISJUDGMENT"

All vices, such as intoxication, immorality, stealing, gambling, backbite, black-mail, jealosy, prideness, pomp, corruption, bribery, greediness, suspicion, obstinacy and many more, which are very prevalent SINS, in every society and in the nations of the world, but the cultured and civilized nations of world regard such vices, as TECHNICALLY WRONG, BUT not a SIN.

How can a person of sound manner, morals, and characters can compromise on this issue ? Certainly not ? It is my very humble and holy appeal to all, especially the YOUTHS IN PARTICULAR to make a grim deter-

mination to mould self, with manners, morals and character, so that it stand like a SOLID ROCK, which is UNSHAKABLE AND UNBREAKABLE, in event of calamities.

WORRIES 17

"A SMILE COST NOTHING, BUT GIVES MUCH, IT ENRICHES THOSE WHO RECIEVE WITHOUT MAKING POOPER WHO GIVE"

Any sort of worry is a killer. Always keep away from worries, one can not solve any problem by worrying about the thing, which cannot be solved within a short time but human nature is such that one is always plunge oneself in an OCEAN OF WORRIES, thingking that why have I done this ? Why not done the other way ? What will happen now ? Some worries about blunders of the past, some worries about the future, what will happen ? In short, such elusions dwell all the times in the minds and creates multiple of worries, which kill all happiness by keeping worries, no one has benefited in the past, nor any one benefits, nor shall benefit in future, forget the past think wisely for present and leave the future in the hands of ALMIGHTY GOD THE MERCIFUL.

COMMENT

1. Keep strong will power to control incoming thinkings, which creates worries.
2. Keep oneself busy in some activities of the choice, so keep mind busy.
3. Keep away from thinking of the past, of the present, and of the future, as of thinking of worries.
4. Whatever blunders committed in the past, always repent, and determine not to commit again.

T.V. VIDEO AND CINEMA 18

SECRECY IS THE ENEMY OF TRUTH.

All three, the T.V.'s, the videos, and the cinemas are the humble gifts of 20th Century given to humanity, but became, and shall damage and destroy the human happiness, healths and hopes in 21st Century, of certain section of mankind, the sufferings shall be immense physically, mentally, morally, and spiritually, and the whole drama will end up in untold miseries.

As immorality, intoxication, gambling and stealing are the root cause of all vices, and here it can be said that T.V.'s, Videos and cinemas are the root cause and products to spoil the lives of hundreds of millions of innocent people over this planet, as it will give more damaging effects in various societies and nations of the world such as:

1. Spoil eyes and eye sights.
2. Shameful atttudes of the younger generations in particular and men, women in general by viewing half naked and nude programs on T.V., Videos and at cinemas.
3. At school and at colleges and at places of work, attendance getting poor due to late nights viewing, if not poor attendance, than due to sleepless nights, the effects are immense.
4. It is open fact now that by viewing constantly many dangerous illnesses are coming up surface, it is believed in some quarters that some diseases such as cancer, paralysis, damaging eye sights are some to mention, especially the young people viewing T.V and video from narrow distance, which is extremely harmful.
5. In most cases, people view T.V., and Video together, men, women and children, married and unmarried couples, sit together, such prac-

tices have brought untoldmiseries.

N.B: Please keep away from the habit viewing T.V, Video regularly, sooner or latter it will bring some serious sufferings in family, in society, in community and may be in country, so just to save the future generations, it is my humble appeal, I for one, have noticed, also heard from many people the evil effects, and the evil impressions on the minds o f younger people, are far immense than may be few advantages, which have been achieved.

COMMENTS

The above vices over nde virtues, it is our misfortune that we are all passing through an era in which, day in and day out, month in and month out, year in and year out, respect for human dignity, respect for religion, for self respect, for morals, for manners, for character building, for elders, for teachers, for parents, for relatives, are fast disappearing. The most corrosive effects of our dirty environments, such as most T.V programs, nude films, on video viewing, profane and cheap literature, half naked dressing byboth sex, men wearing ladies type of garments, wearing earrings and extreme long hair and act like women,also women wearing men's dressing, tight-fittings, doing many evils, which even my pen prohibits me to dwell over this dirty subject. MAY GOD THE ALMIGHTY GUIDE US ALL ON THE PATH OF VIRTUES AND SHOWERS HIS BLESSINGS ALL THE TIMES ON MANKIND.

All the vices with many evils are moving so fast that we are heading the direction of destruction within a short span of time, if at all timely and holy steps are not taken.Let us all, make a very grim determination to follow the shining virtues, it may bring very much relief in times of distress and destruction.

Here below the list, a very much noble list, of VIRTUES for CHARACTER BUILDING If one put all in practice and implement honestly, then the vices shall turn away from the people, who harbour such vices.

1. CHARITY
2. LOVE
3. PEACE
4. PATIENCE
5. POLITENESS
6. KINDNESS
7. JUSTICE
8. FORBEARANCE
9. FAITHFULNESS
10. GENEROSITY
11. OBLIGING
12. HONESTY
13. TRUTH
14. CONTENTMENT
15. HARMONY

1. CHARITY

"OPEN THE DOORS OF THY TREASURES TODAY, FOR TOMORROW THE KEY MAY NOT BE IN THY HANDS"

SHEIK SADI

To extend sympathy and support others in their difficulties and in calamities with true LOVE AND KINDNESS is called CHARITY. There are various types of CHARITIES, to extend kind words is also a charity, to give moral support is a charity too, to give material and monetary support also a charity, to teach someone, to impart knowledge, also a charity, to guide, to advise, to lead on right path all these is charity to help all handicapped persons is an act of charity, all good deeds, towards GOD'S creatures is too a charity, love toward animal and birds is too a charity from morning to evening whatever good we do is CHARITY. Please do not miss such opportunity every day *be* always ready to extend helping nands to others.

But the charity which is based on publicity, for self praise, or tliink that people will praise, by doing charity people must bow down, must respect, must obey, such nature of charity is not charity, but creates bad impression of such class of people, bring prideness and prideness is one of the weakest pillars of human society, always keep secret of charity given, refrain from advertisements and publicity.

Here below few forms of CHARITY.

- The charity must be given very politely, without obligation.
- Always think, and give thanks, to Almighty God, that charity given was accepted by the people, must not think tnat it is an obligation.
- Out of the gross or net income, certain percentage may be given to the poor and the needy as charity, or can be given to some charitable organisation, such as Blind and Handicapped Society, children Care Society, Hospitals, Orphanage and any such organisations.

- Do provide food stuff to the hungry and starving people, at least once a day.
- Do provide medicines to the poor people in time of need.
- Do provide a small humble shelter to the poor people, if one affords to do so, ((just simple small dwelling rooms)

2. LOVE

"ONE HAS NO RIGHT TO THE JOYS OF TOMORROW, WHO STRIVES NOT NOR SHINES TODAY"

DR. ALAMA IQBAL

Love is the foundation of every religion and ALMIGHTY GOD IS LOVE, AND HE LOVES HIS CREATURES, so it is the bounden duty of His CREATURES (the mankind) to obey and follow in true form the commands of the creator.

There are innumerable benefits out of LOVE LOVE conquers the wounded hearts, LOVE brings enemy together LOVE brings joy and happiness, between husband and wife, between parents and children, between neighbours, between employers and employees, LOVE brings joy within society, communities, and nations, LOVE joins broken hearts, souls and minds, LOVE always helps others, LOVE keeps other happy, LOVE pardons others, LOVE mends the heart with hearts, mind with minds, souls with souls. LOVE opens the doors of enemity, misunderstandings, quarrels, wars and various vices and solve the problems.

On this planet by LOVE, if people determine, can create paradise, by LOVE and from LOVE this world is created and it is moving in LOVE and in LOVE it comes to an end. ALMIGHTY GOD IS LOVE.so be a LOVER OF GOD, so we the faithful followers become the SWIMMERS IN THE SEA OF L OVE.

If there is true LOVE between creator and creations, most of the prob-

lems we face now, shall be over as LOVE does not take but always gives, true LOVE is happiness, LOVE is sweet, LOVE is LIGHT, burning witnout taking anything and does not destroy. Love towards anytning with some sort of attachments is not true LOVE, LOVE REQUIRES PRISTINE PURITY, and to understand LOVE.

It is rightly said, that LOVE IS NOTHING, BUT IT IS SOMETHING, AND IT IS SOMETHING WHEN IT IS UNDERSTOOD.

3. PEACE

PEACE CAN NOT BE BOUGHT NOR CAN BE SOLD, NOR CAN BE TRANSFERRED, BUT TO MAINTAIN PEACE IT REQUIRES LOT OF SACRIFICES.

To maintain PEACE, everyone has to follow certain requirements such as:

Broad-mindedness, forgiveness, tolerance, policy of give and take, and to abandon, such as: - selfishness, violence, anger, revenge, injustice and other malpractices. The mankind claims to be most civilised and most cultured people in the world today, but due to their short sightedness, obstinacy, greediness, and many other vices, various wars have been fought, and the result, both side were the losers, and again they had to compromise and then to repent the blunders committed in past. It is the duty of every human to solve every problem in most cordial atmosphere, even within oneself, with-in family, within society, within community, and even on national level, if every problems, misunderstanding and quarrel could be settled in most cultured, civilised and cooperative manner, by all patrites then the result will be PEACE with in SELF within THE NATION, even global communities could be benefited.

4. PATIENCE

"DEPEND NOT ON YOUR EFFORT, BUT ON HIS GRACE THE CREATEOR"

In this world there are always people who suffer from all sorts of troubles, quarrels, and unpleasant suuferings in various avenues of life, but in such cases, they must have endurance and enthusiasm to conquer all difficulties. Many leading personalities of the world have had all sorts of difficulties, but they did face with at most endurance and never fade away. By virtue of endurance and enthusiasm one can conquer, many impossibles.

5. POLITENESS

THE POLITENESS MELTS AWAY SINS AS WATER MELTS SALT-WHILE, IMPOLITENESS SPOILS PRAYERS AND WORSHIP AS VINEGAR SPOILS HONEY.

In every walk of life, man must have politeness, it is a wepon, through which one conquers the people, not by guns, and ammunition. Politeness with love toward all human-beings, shall bring contentment in life. Such persons are respectedThis habit must be formed from childhood. Children must be taught what politeness menas In every avenue of life politeness must be at centre.

If a man is highly educated, or a wealthy person, or a person of high position, but having no POLITENESS then such persons shall command no respect from any quarter.

6. KINDNESS

WITH KNDNESS - MEMORY WILL NEVER DIE.

In every PAIN AND AGONY of ohters, one extends symphaty is called KINDNESS. Every person must cultivate a habit of sharing in other people's pain and sorrow.

To be kind towrads GOD'S creatures, it costs nothing but on the contrary, those who extend kindness, shall be rewarded by GOD Almighty.

7. JUSTICE

To maintain PEACE, in the society, in the community, in the nation, then the LAW ENFORCEMENT AGENCY must dicahrge JUSTICE, not to delay. JUSTICE DELAYED IS JUSTICE DENIED.

The PEACE cannot be achieved without JUSTICE. Every person must search his or her soul, whether JUSTICE discharged is in accordance with ethics or not, here the lawyers, judges, magistrates, police-force, and all relevant law enforcement agencies must be away from all such viecs, as they are the pillars of JUSTICE, if these are shaken then the whole edifice of mankind will collapse and with this collapse, the culture and the civilization of various nations shall disappear of ever.

8. FORBEARANCE

"DOUBT DESTROYS THE SOUL OF MAN"

One who extends tolerance and superss anger, and extends forbearance and implemant in day to day life, the persons who hide the bad habits of others, and not harmful to anyone, such people ready to bear, even in time of calamity such people take all with full forbearance. They possess mature mind, steadiness in thinking also hide the vices of other people, never open their weaknesses, and lead a life of PEACE AND JOY.

9. FAITHFULNESS

TRUTH IS THE FOUNDATION OF ALL KNOWLEDGE AND CEMENT OF ALL SOCIETIES

JOHN DRYDEN

The word FAITHFULNESS, can be interpreted as with all seriousness, to discharge duties honestly or to be faithful, as the case may be, faith-

fulness, between husband and wife, to the family members, to the society, to the community, to the laws of the land, to the nation, in all business dealings, dischargement of trust is the prime objective and the other word is honesty, which generates faithfulness, in every walk of life, there must be faithfulness.

10 GENEROSITY

"EXPERIENCE IS THE BEST TEACHER, BUT THE SCHOOL FEES ARE HEAVY"

Indeed it is very much at this place to write that GENEROSITY is a friend of Almighty God. In generosity there are many hidden virtues, it leads mankind towards KINDNESS AND CHARITY.

No person can say that he is not depending on anyone, the whole structure of human society, is interdepending by one way or the other, since time immemorial, so it is a holy duty of everyone of us to be generous, extend comfors and help to others, in time of need. If one can do so, there are many ways by which one can extend generosity toward human beings and also to the animal and birds kingdom.

11 OBLIGING

"NO MAN REALLY BECOMES A FOOL UNTIL HE STOPS ASKING QUESTIONS."

People wishing all the best to everyone, than form a habit of obliging others with open mind, always extend helping hands, by giving good advise, by giving fincancial aid, if possible, by giving material help, by obliging there are so many ways, one can oblige others, really a good habit to form, from childhood, nowadays such people are rare to find, obliging is the best habit and should be a way of life.

12 HONESTY

"THERE IS NO LOSS EVEN BY ONE THOUSAND MEN OR RIGHTFUL LIVING DIE THAN BY ONE PERSON BECOMING AN AUTOCRATS AND AUTHORITARIAN"

The foundation of any individual, family, society, community or country depends on the basic principle and policy of HONESTY. If leaking in HONESTY, then the whole human society will collapse.

In every walk of life one requires to discharge honesty, in day to day affairs, be it in an individual dealings, or in business dealings, of commercial, industrial, agricultural dealings or in professional dealings, even in administration, even it be in justice or it be in public affairs or it be in parliament the word honesty must be and should be AN ORDER OF THE DAY. In certian sector the word HONESTY is faded at some sector it is on its way out. Please do not forget that the world requires virtuous dealings, if HONESTY disappear all together then the whole human structure of MORALITY, CULTURE AND CIVILIZATION SHALL COLLAPSE, and the result will be a catastrophe. I for one, appeal in the name of Almighty God and of the humaniy that everyone must be away from DISHONEST DEALINGS.

13 TRUTH

"TRUTH LIKE SURGERY MAY HURT BUT IT CURES"

This is very nobel subject, everyone of us know, that what TRUTH STANDS FOR? What truth is Really through TRUTH the world is at PEACE, PROGRESS AND PROSPERITY, in absence of truth, the whole edifice of this global system of GIVE AND TAKE, communications and relationship will eventually collapse, it is very much interwoven with honesty and fairplay in all dealings. If one implements in fullest the ethic of TRUTH, I for one of a very firm opinion, that there will be less quarrels, wars, crimes, injustice and all such related vices and the result will be PEACE IN EVERY NOOK AND CORNER of this MISERABLE WORLD.

14 CONTENTMENT

THE WHOLE UNIVERSE IS A SYMBOL AND GOD IS THE ESSENCE BEHIND.

A contented person, in most cases, is not greedy, due to greedy nature, man's mind is always dicontented, greed is like a burning ball in mind of man and slowly and steadily it ruins a man's inner and outer life.

The root cause of dicontentment :

1. Greediness
2. Personality cult
3. Vices of various nature
4. Very much material tempatation

The contentment comes only when human being divorce greediness, material temptations in life, much wealth to be accumulated. When one reaches to the goal, he wants still more and more, as if there is no end, really the endless process. Very frankly to say - contentment in life is a real wealth, brngs PEACE OF MIND, it is an extinguisher of eternal burning of life. It brings happiness in life and one feels more relaxed than the persons, who pass life in constant thinking of acuumulations of every thing and over greediness. Always remember that the contented mind rejects all evil inclinations, and follow WHAT IS RIGHT AND WAHT IS WRONG.

15 HARMONY

"HUMANITY IS BUILT ON PIETY" _ YOUNG

Harmony is very important factor playing an important role in deleloping human society. Harmony with every section of the community must be created from hildhood, harmony in family, in society, in community, with all the people irrespective of CASTE, CREED OR COLOUR.

CHARACTER BUILDING CHARTS

"WISDOM DWELLS IN SECRETS AND ON HIGH AS THE STARS"

No one can be a perfect person without building a sound character, if one practices, no doubt one can reach a higher stage in forming sound character as practise makes a perfect person.

If one keeps the character building charts, as just to record day to day events in brief, as monthly recond, or as yearly record, for two or three years or even more years with honest conscience in wrinting all virtues and all vices then to judge ownself, where there are weaknesses, how to improve, what are the reasons of vices, how to reduce, all such answers and questions must be recorded honestly. I for one of the very firm opinion that in time to come one will be able to reduce the vices at every level and shall embrace virtues.

N.B.: I did such recording in my early age of 21 years (in 1947) for many years, self-made records or diary. I used to record the events in brief of vices and of virtues, even thinking with bad intentions and of good ones, by so doing I could control and try to reform the SELF really it helped a lot and paying the path PEACEFULLY TO LEAD a better life in future. Almighty God still protect each and everyone of us.

CHARACTER BUILDING CHART

VICES RECORD CHART

	INTOXICATION 1	NO	YES	REMARKS
1	Is it a good habit ?			
2	If than, what benefits ?			
3	Did try to give it up ?			
4	What effects on advancements in life ?			
	A. Economically B. Socially C. Morally D. Spiritually E. Physically F. Mentally			

	GAMBLING 2	NO	YES	REMARKS
1.	Is it good habit ?			
2.	If so, why ?			
3.	Is there any effects on advancements ?			
4.	Economically, socially, morally, spiritually, mentally, physically			

VICES RECORD CHART

	IMMORALITY 3	NO	YES	REMARKS
1	Is it a good habit ?			
2	If so, why ?			
3	Effects on advancements			
	A. Economically B. socially C. Morally D. Spiritually E. Physically F. Mentally			

	STEALING 4	NO	YES	REMARKS
1.	Is it good habit ?			
2.	If so, why ?			
3.	Economic, condition which compels			
4.	Try to give it up			
5.	Effects in life			

	VICES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	INTOXICATION															
2	GAMBLING															
3	IMMORALITY															
4	STEALING															
5	JEALOUSY															
6	PRIDENES															
7	ANGER															
8	CORRUPTION															
9	GREEDINESS															
10	BACK-BITES															
11	BLACK-MAIL															
12	BRIBERY															
13	REVENGEFUL															
14	OBSTINACY															
15	SUSPICION															
16	SINS															
17	WORRIES															
18	T.V., VIDEO,CINEMA															
TOTAL																
WITH-FOOTNOTE																

NO	VIRTUES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	CHARITY															
2	LOVE															
3	PEACE															
4	PATIENCE															
5	POLITENESS															
6	KINDNESS															
7	JUSTICE															
8	FORBEARANCE															
9	FAITHFULNESS															
10	GENEROSITY															
11	OBLIGING															
12	HONESTY															
13	TRUTH															
14	CONTENTMENT															
15	HARMONY															
TOTAL																
FOOTNOTE																